



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Tuesday, November 13, 2018
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 9 October 2018

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

- **November 15, 2018 Public Meeting (Secondary Plan) 7p.m. Bill McGuire Centre**
- **November 24, 2018 Kennebecasis Valley Santa Claus Parade**

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Regional Ice Strategy Nick Cameron

5. CORRESPONDENCE FOR ACTION

5.1 2 October 2018 Kennebecasis Valley Fire Department 2019 Budget

Refer to the Finance Committee

5.2 10 October 2018 Letter from Kennebecasis Crime Stoppers RE: 2019 Budget request

Refer to the Finance Committee

5.3 17 October 2018 Kennebecasis Regional Joint Board of Police Commissioners 2019 Budget

Refer to the Finance Committee

5.4 18 October 2018 Letter from the Kennebecasis Public Library RE: 2019 Budget with attachment

Refer to the Finance Committee

5.5 23 October 2018 Email from CPA New Brunswick RE: Financial Literacy Program with Attachments

10 October 2018 Letter from City of Saint John to CPA New Brunswick RE: Council resolution

Endorse program and refer to the Age-Friendly Committee to review seminars provided

5.6 10 October 2018 Letter from P.R.O. Kids RE: Donation request

Refer to the Finance Committee

5.7 30 October 2018 Email from resident RE: Iona Avenue/Eriskay Drive asphalt

Refer to staff for a response

5.8 31 October 2018 Email from resident RE: Wheelchair accessible transportation

Refer to the Age-Friendly Committee

5.9 1 November 2018 Email from DPDS White to the Knights of Columbus RE: Nativity Scene on the Common

31 October 2018 Letter from Knights of Columbus RE: Nativity Scene on the Common

Refer to the Heritage Preservation Review Board

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- 5.10 7 November 2018 Letter from the Vocational Training Centre for Adults (VTC) RE: Grant submission for the VTC
- 7 November 2018 Letter from the VTC RE: Relocation to Bradley Lake Community Centre
- 7 September 2018 Letter from VTC RE: Follow-up to August 13, 2018 Council meeting

Refer to the Finance Committee**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 12 October 2018 Letter from KVFD to Hon. Minister Harvey RE: Fire Protection Services Agreement with attachment
- 6.2 15 October 2018 Letter from the Kennebecasis Regional Police Force RE: Change to Criminal Record Check Policy with attachment
- 6.3 *Various* Correspondence (3) from residents RE: Rothesay Arena
- 6.3.1 9 October 2018 Correspondence from Counc. Mackay French RE: Notes for October 9, 2018 Open Session Council meeting
- 6.4 9 November 2018 Letter from Town Manager Jarvie to the Kennebecasis Valley Fire Department Board of Commissioners RE: Resignation from Board

7. REPORTS

- 7.0 **November 2018** **Report from Closed Session**
- 7.1 27 August 2018 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 26 July 2018 FRSC Meeting Minutes
- 7.2 19 September 2018 Kennebecasis Public Library (KPL) Board Meeting Minutes
- September 2018 KPL Librarian's Report
- 31 August 2018 KPL Comparative Income Statement
- 7.3 26 September 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 30 September 2018 KRJBPC Statement of Financial Position
- 16 October 2018 KRJBPC Call Summary
- 7.4 12 September 2018 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
- 31 July 2018 KVFD Statement of Expense with Budget Variance
- 12 September 2018 KVFD Chief's Report
- 31 July 2018 KVFD Response Report
- 7.5 30 September 2018 Draft unaudited Rothesay General Fund Financial Statements
- 30 September 2018 Draft unaudited Rothesay Utility Fund Financial Statements
- 23 October 2018 Draft Finance Committee Meeting Minutes
- Cherry Brook Zoo
- 31 October 2018 Donation Report
- 7.5.1 31 October 2018 Letter from the Joint Finance Committee RE: Recommendations from the October 29, 2018 Joint Finance Committee on Shared 2019 Budgets
- Kennebecasis Public Library 2019 Budget
- Kennebecasis Valley Fire Department 2019 Budget
- Kennebecasis Regional Joint Board of Police Commissioners 2019 Budget

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- 7.6 16 October 2018 Draft Parks and Recreation Committee Meeting Notes
- 7.7 17 October 2018 Draft Age-Friendly Committee Meeting Minutes
 - 2019 Budget request for the Hive
 - Age-Friendly Background Study (Dalhousie University students)
- 7.8 17 October 2018 Draft Works and Utilities Committee Meeting Minutes
 - Water By-law 1-18 (see item 9.3)
 - Disposal of Town Surplus Equipment
 - Draft Policy for Approval
 - Crew and Pool Vehicle Tender Specifications
- 7.9 5 November 2018 Draft Planning Advisory Committee Meeting Minutes
 - Cash in Lieu of Land for Public Purposes – 4 Allison Drive
- 7.10 October 2018 Monthly Building Permit Report
- 7.11 8 November 2018 Capital Projects Summary
- 7.12 2017-2018 Fundy Library Region's Annual Report
- 7.13 2017-2018 New Brunswick Community College (NBCC) Annual Report
- 2017-2018 NBCC Report to the Community
- 7.14 2017 Enterprise Saint John Annual Report

8. UNFINISHED BUSINESS

N/A

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Regional Ice Strategy

- 9 November 2018 Memorandum from Town Manager Jarvie
- DRAFT Fundy Region Ice Strategy

ADMINISTRATION

9.2 2018 Property Tax Referrals

- 31 October 2018 Memorandum from Town Manger Jarvie

9.3 By-law 1-18 Water By-law

- 8 November 2018 Memorandum from Town Clerk Banks
- DRAFT By-law 1-18 with Schedule E

9.4 By-law 2-18 A By-law Respecting the Remuneration of Council and Committee Members

- 6 November 2018 Memorandum from Town Clerk Banks
- 15 October 2018 Memorandum from Treasurer MacDonald
- 6 November 2018 Recommendation from Personnel Committee
- DRAFT By-law 2-18 with Schedule A
- By-law 1-06
- 9 November 2015 Resolution of Rothesay Council

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9.5 Procedural By-law revision

6 November 2018 Memorandum from Town Clerk Banks

9.6 Appointment to Emergency Measures Committee

8 November 2018 Memorandum from Mayor Grant

OPERATIONS

9.7 Environmental Trust Fund Application: Climate Change Adaption Plan

8 November 2018 Report prepared by DO McLean

9.8 One Ton Truck Purchase – Works Department

8 November 2018 Report prepared by DO McLean

COUNCIL REQUESTS

9.9 Rothesay Arena

6 November 2018 Memorandum from Counc. Shea

10. NEXT MEETING

Public meeting (Draft Budget) Monday, November 26, 2018 Town Hall at 8 p.m.

➤ 6 November 2018 Memorandum from Town Clerk Banks

Regular meeting Monday, December 10, 2018

Public Hearing (Bridlewood Estates) TBD

11. ADJOURNMENT

Rothesay Town Council

November 13th 2018

Presentation by Nick Cameron, Fundy Regional Service Commission



The Fundy Region ICE Strategy



FundyRecycles.com

Executive Summary

The Strategy sets goals to:

- Avoid user fees
- Collect baseline usage data for all arenas across the Fundy Region
- Reduce barriers and improve accessibility at all Fundy Region arenas

Immediate Actions Required:

1. Collect and share usage data
2. Provide a mandate to continue this project

Recommended motions on page 12

Why do local and regional governments provide recreation services?

Recreation is a Public Benefit

- Quality of Life: happier, healthier, reduces crime
- Children Perform Better in School
- Higher Property Values
- Reduces Burden on Healthcare System
- Promotes Social Bonds : reduces isolation, unites families & cultures
- Mental Health: relieves stress, reduces depression, improves self-esteem

<https://www150.statcan.gc.ca/n1/pub/81-595-m/2008060/s12-eng.htm>

<https://www.parks.ca.gov/pages/795/files/benefits%20final%20online%20v6-1-05.pdf>




Community Rink in Westfield, built by volunteers.

Regional Ice Strategy

Started Fall 2017: Research, Surveys, Workshops




Existing policies, plans and legislation



SAINT JOHN [PlaySJ: Saint John Parks & Recreation Strategic Plan \(2012\)](#)

[Rothesay Recreation Master Plan \(2009\)](#)

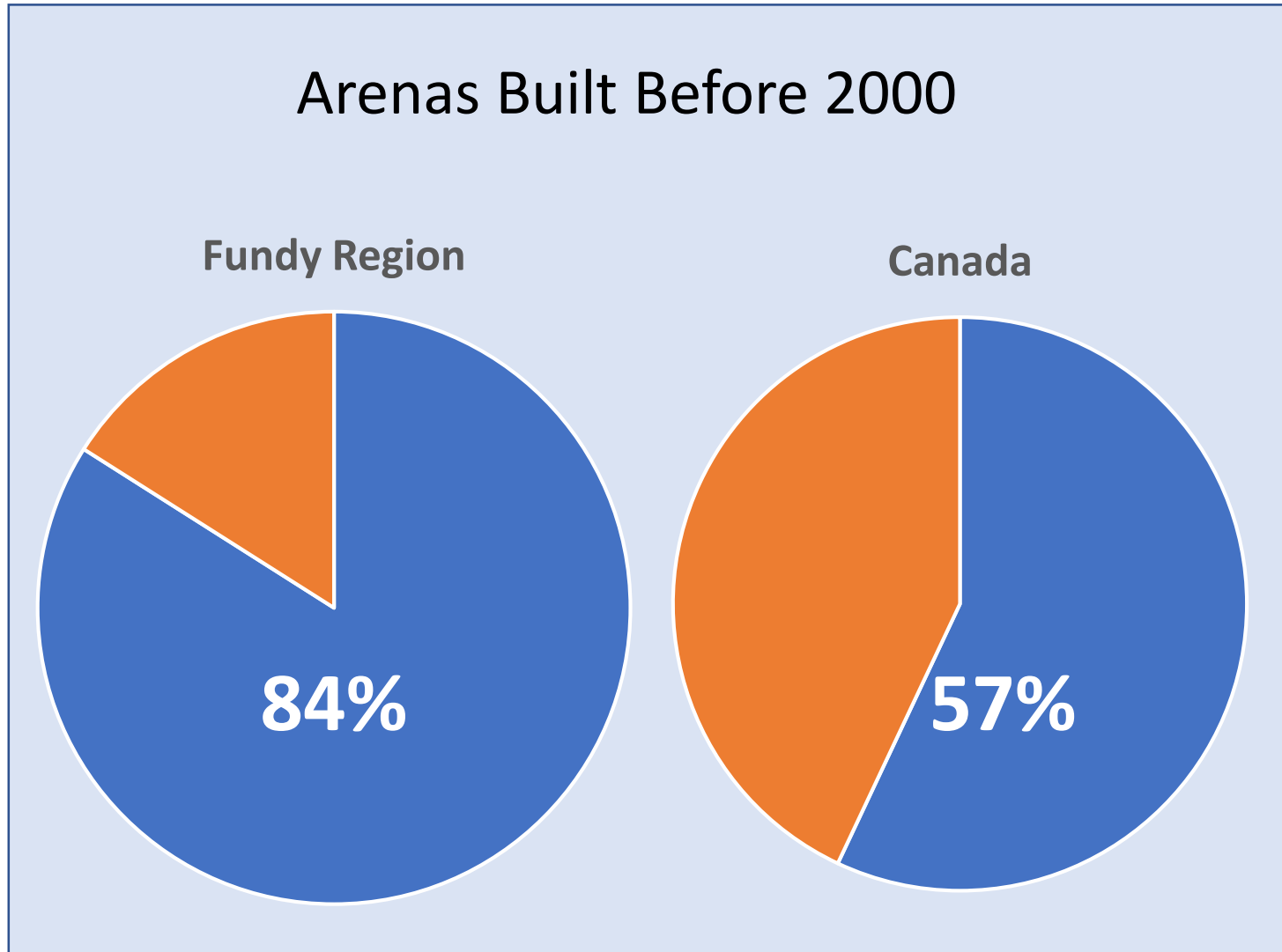



[Grand Bay-Westfield Recreation Master Plan \(2012\)](#)

Regional Service Delivery Act
 Local Governance Act
 Right to Information & Privacy Protection Act



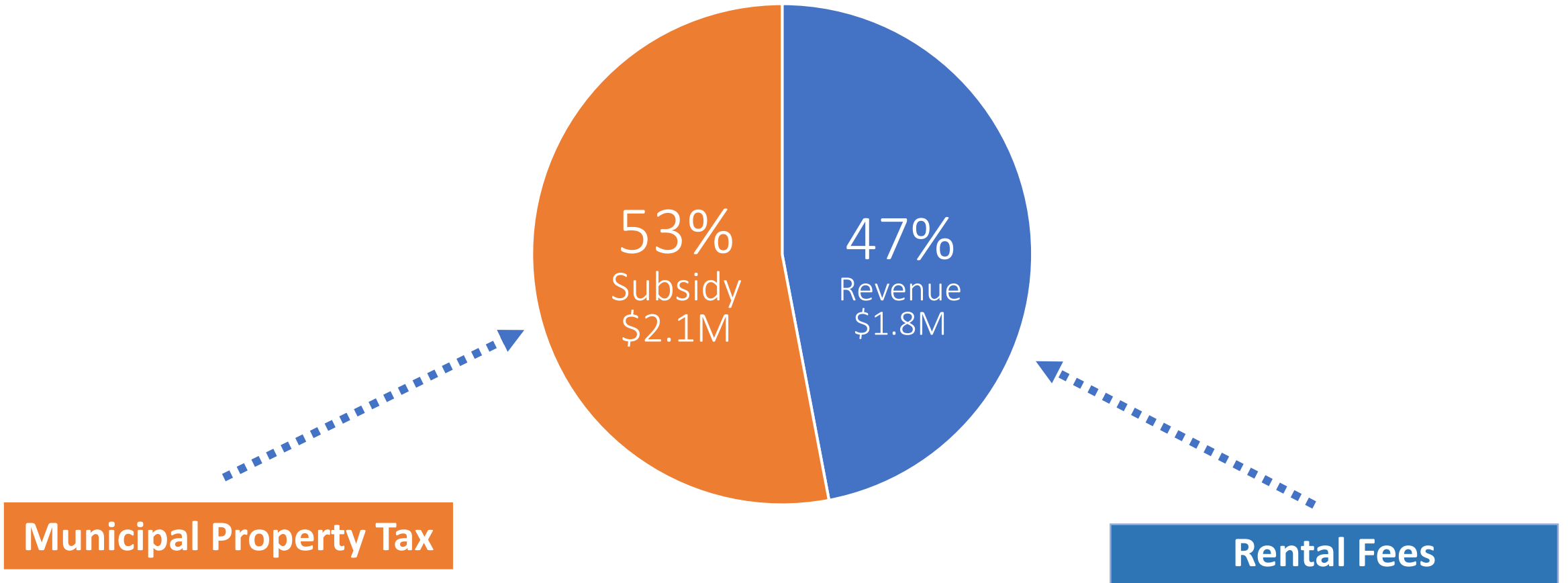
Arena Inventory



- There are 12 indoor arenas in the Fundy Region.
- 5 out of 12 arenas will reach their end-of-life within the next 5 years.

Cost Breakdown of Fundy Region Arenas

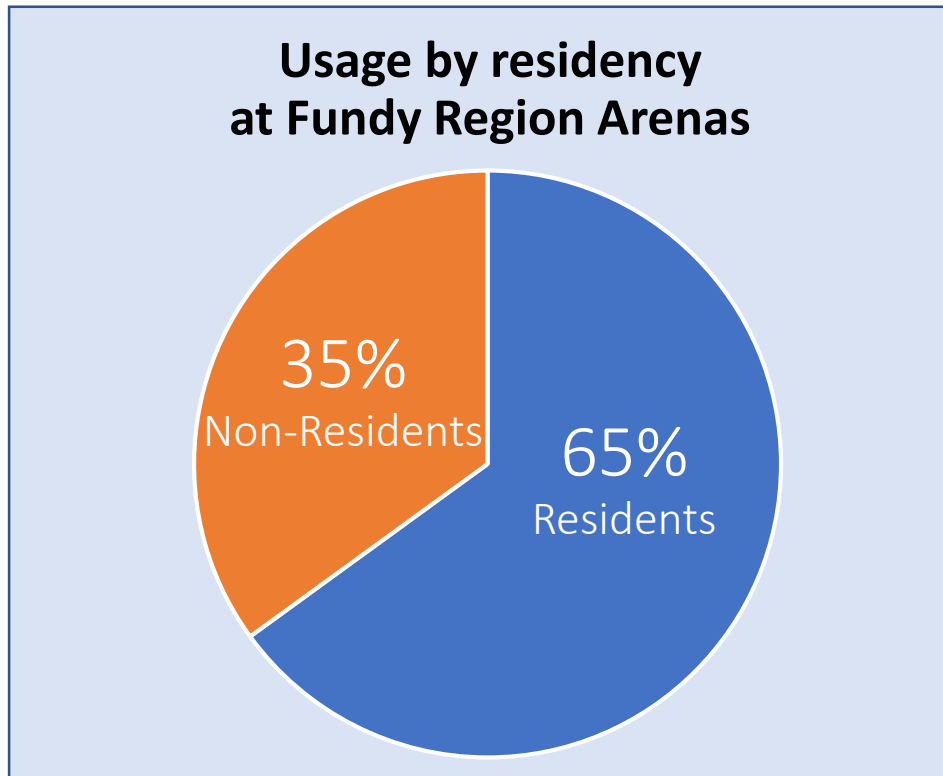
2018 November 13 Open Session FINAL_027



Avoiding Non-Resident Fees

2018 November 13 Open Session FINAL_028

Status Quo: Saint John will introduce a non-resident fee system for the next ice season.



82%

Sports organizations said non-resident fees would negatively impact participation.

Alternative: Cooperatively develop a regional funding formula to support all arenas in the Fundy Region according to principles in Appendix A of the Strategy (slide #10 of this presentation).

The Strategy's 8 Goals

Immediate action required for goals #1 & #2

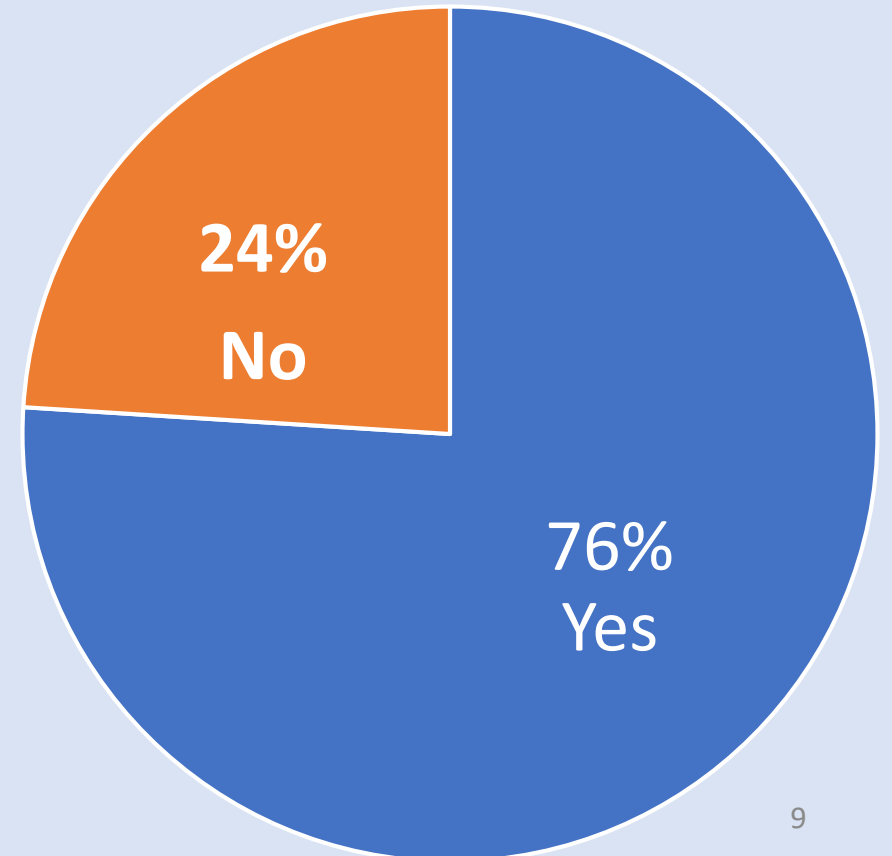
Full Report at www.FundyRecycles.com/ICE



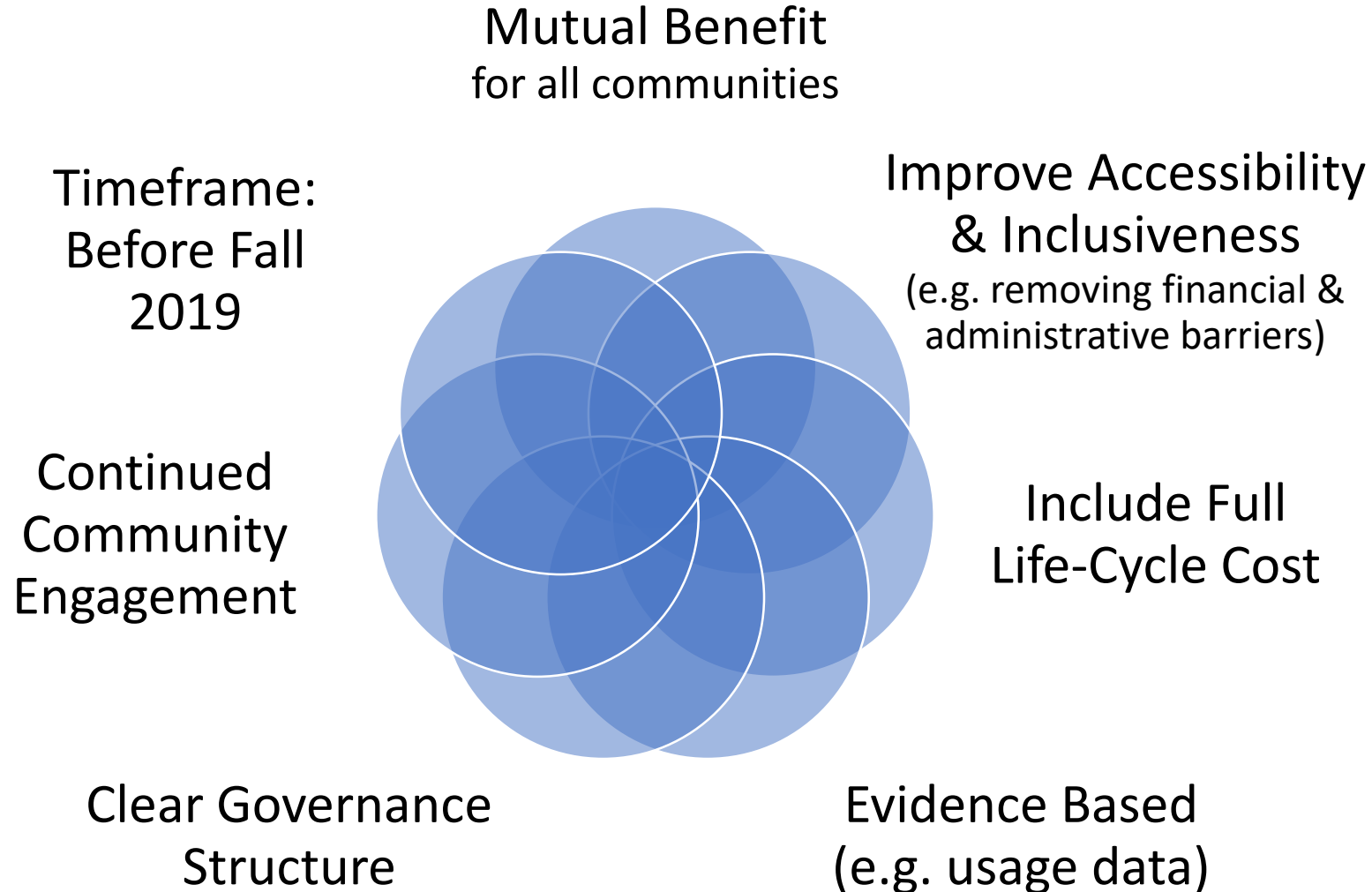
Goal #1: Collect & Share Usage Data

- Setting and measuring goals requires good local data.
- Collect & share postal codes of arena users
 - Major user groups only
 - No personal information

We asked sports organizations: will you provide arena operators with registration information?



Goal #2: Explore a Regional Funding Formula based on these principles



Developed from
feedback collected
at August workshops

Goals #3-8 (Long Term)

3. Develop a process to inform endorsement decisions by FRSC
4. Create a standing committee for continued collaboration
5. Improve accessibility of ice facilities, gender equity in ice-sports and development of ice-parasports.
6. Integrate facility policies when possible (e.g. code of conduct)
7. Investigate regional sponsorship opportunities
8. Investigate an online regional scheduling system. Start with a pilot.

Required Action:

Recommended Motions

1. That it be mandatory for organizations that use public arenas in the Fundy Region on a regular basis to provide postal codes of their participants in order to illustrate the crossflow of usage at arenas in the Fundy Region.
2. Continue to work in collaboration with Fundy Region members to explore the development of a regional funding formula according to the principles presented. Details of the formula would be presented before 2019-2020 ice season.

Thank You to the Project Team

- Gary Clark/Kelly Goddard, Grand Bay-Westfield
- Charles Jensen, Rothesay
- Tim O'Reilly, Saint John
- Dana Purton Dickson, Quispamsis
- John Chatterton, St Martins
- Bill Tyler, Fairfield LSD
- Greg Evans, GNB Sports & Recreation Branch
- Brenda MacCallum, Fundy Regional Service Commission

SUPPLEMENTARY INFORMATION

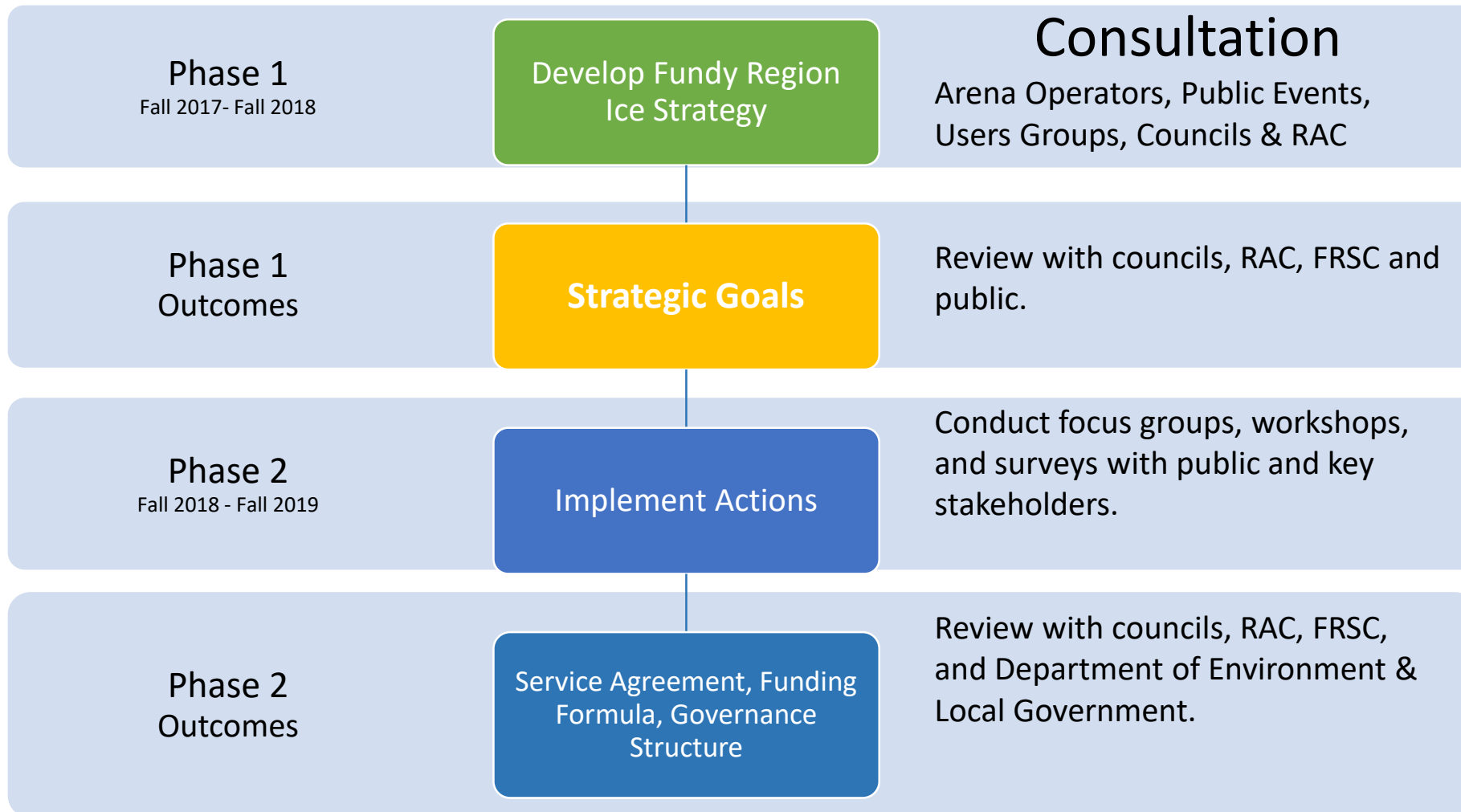
Full Report at www.FundyRecycles.com/ICE

Case Studies

- Sussex Recreation Rebate
- Fredericton Recreation Service Agreement 
- Nanaimo Recreation Service Agreement
- Hampton Multipurpose Complex
- Potash Civic Centre

Example: Fredericton Recreation Service Agreement	
<p>A family of four has two children. One child plays on a minor hockey team and the other is in a figure skating club. The family owns in a home assessed at \$100,000.</p>	
Maugerville LSD	Lincoln LSD
<p>The LSD of Maugerville chose to participate in the agreement. The cost sharing formula determined they would pay \$0.03 per \$100 of assessed property value.</p>	<p>The LSD of Lincoln chose not to participate in the agreement. The family would pay a fee on-top of regular sports registration fees.</p>
<p>This family would pay the City of Fredericton \$30 per year through their property taxes.</p>	<p>This family would pay the City of Fredericton \$1780 per year (\$890 per child) when registering for ice-sports.</p>

Project Timeline



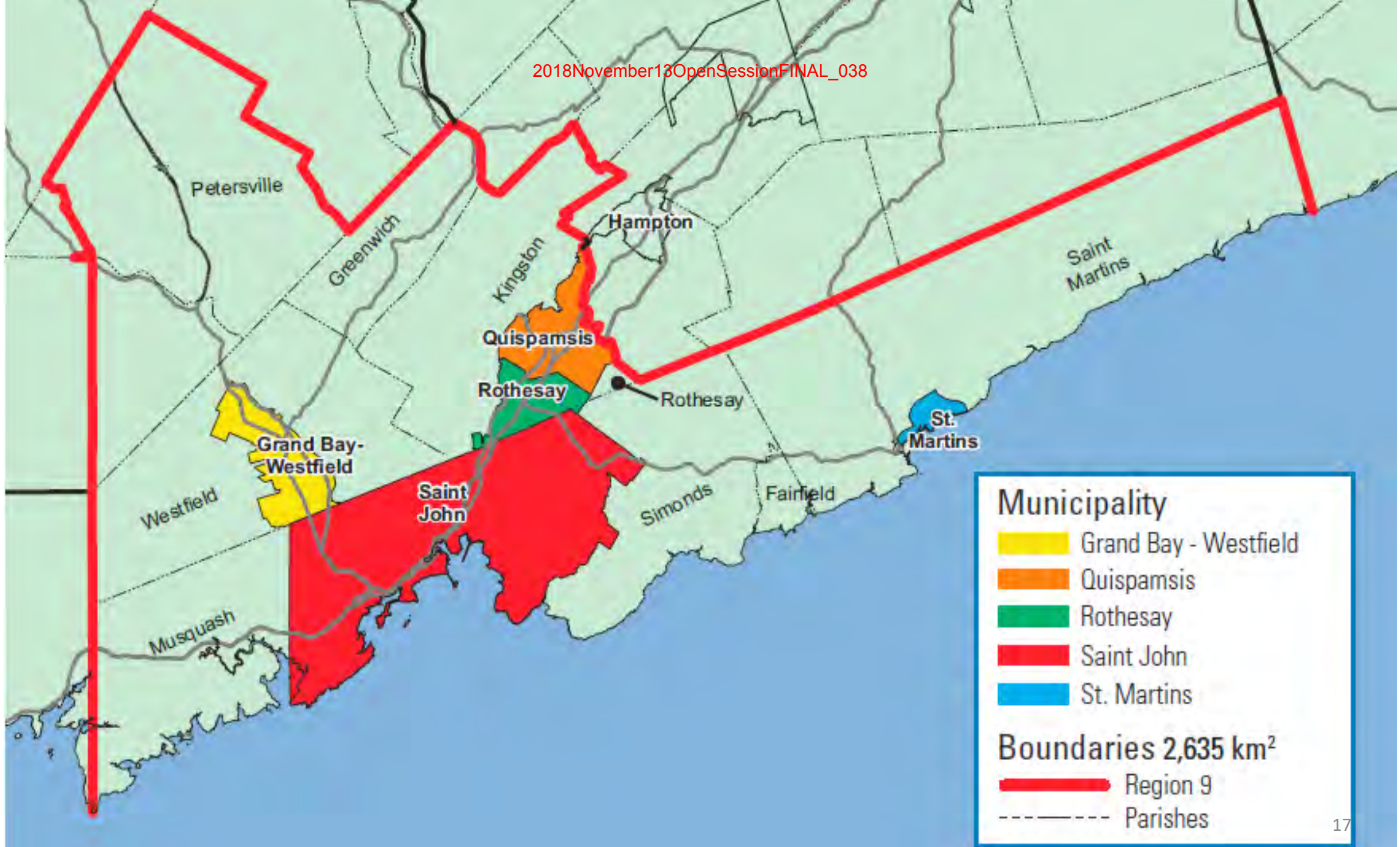
Abbreviations

FRSC: Fundy Regional Service Commission Board of Directors, comprised of 5 mayors and 4 LSD Representatives

LSD: Local Service District

RAC: Regional Advisory Committee, comprised of representatives from 9 local service districts

-  Complete
-  In Progress
-  Pending



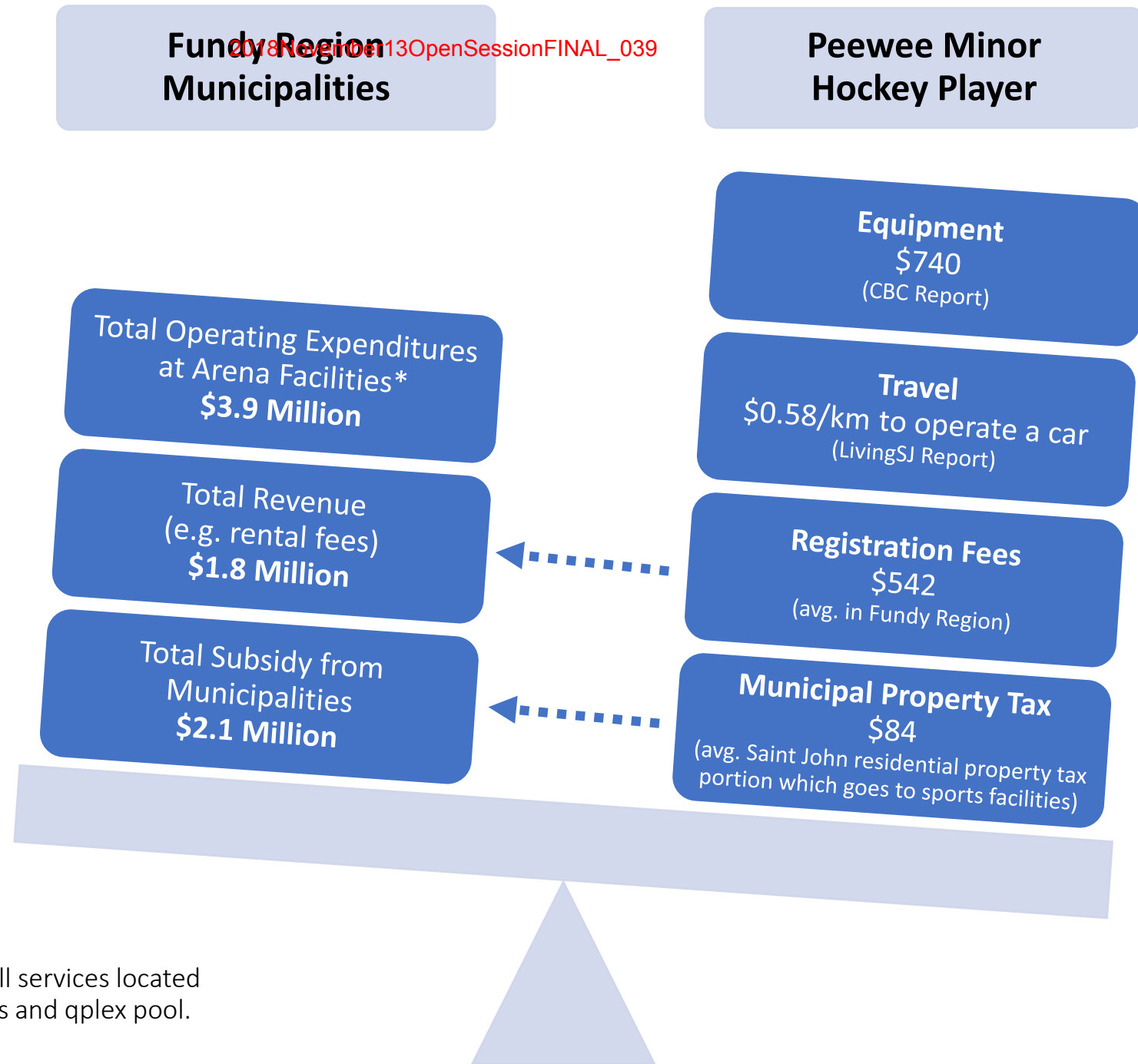
Municipality

- Grand Bay - Westfield
- Quispamsis
- Rothesay
- Saint John
- St. Martins

Boundaries 2,635 km²

- Region 9
- Parishes

Cost Breakdown Example: Peewee Minor Hockey



* Excluding Harbour Station and includes all services located at arena facilities such as community rooms and qplex pool.

Rental Rates Across Canada

Location	Arena	Adult Prime Rental Rate (GST/HST not included)
Fundy Region	Avg. of all arenas (excluding St Martins & RNS)	\$179.34
Hampton, NB	Hampton Community Centre	\$155.65
St Stephen, NB	Garcelon Civic Centre	\$173.91
Fredericton, NB	All municipal rinks	\$188.00
Moncton, NB	Superior Propane Centre	\$244.35
Charlottetown, PEI	MacLauchan Arena	\$185.22
Dartmouth, NS	Dartmouth 4 Pad	\$240.00
St John's, NL	Bussey Arena	\$225.00
Sherbrooke, QC	Aréna Eugène-Lalonde	\$181.00
Kingston, ON	All municipal rinks	\$293.65
Brandon, MB	Keystone Centre	\$222.00
Regina, SK	All municipal rinks	\$250.91

Accessibility & Inclusiveness



Number of Registered
Sledge Hockey Players
in New Brunswick



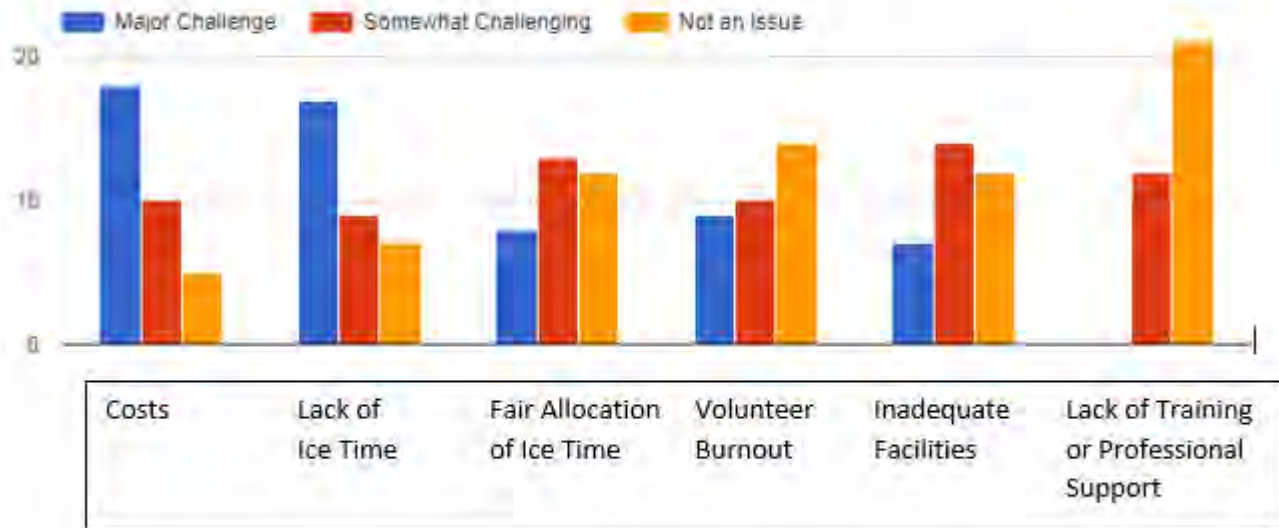
Growth Rate of female hockey in
New Brunswick from 2006-2017

Other Survey Responses

Are there any other challenges you would like to include?

“

What are the greatest challenges facing your organization?



- We need more ice available all months of the year.
- Half the teams we play are from outside Saint John. We also play on their ice times.
- Due to lack in ice-time we have many kids that have practises as early as 6am. This is hard on both kids and parents. Leaving the house at 5:15AM on a Tuesday morning and then getting kids ready for school and work is tough.
- We are challenged with offering tournament experiences. I wish we had facilities that were doubled up to be more efficient with games and volunteers.
- Need NEW RINKS, BADLY. Saint John so behind. 4-plex please
- Let the kids register where ever they want.
- Getting bumped out of our times for tournaments. Hard to explain to parents

Other Survey Responses (continued)

Do you have any other comments or concerns regarding arena services in the Fundy Region?

- While collaboration and efficient use of resources is always a main goal of partially public funded programs, the reality of convenience individuals/families lives as well as comradery, relationships in sports will always strip the efficiency of equalizing supply/demand and economics in a large region. i.e. people play in rinks they do now not because of geographic location but almost 100% because that is the "place" they have built bonds, relationships, etc. both on and off the ice. No different than in gymnastics, cheerleading, soccer, etc. Rinks are no different.
- The female game has struggled for a number of years to obtain ice times that allow us to run manageable programs. In terms of ice allocation, we are finally to the point where we are in receipt of ice times that attract participants. Our program would not do well to have a reduction or change in time slots. In terms of user fee increases, I would submit that many people find hockey an expensive sport to the extent that many cannot currently afford to play. Our goal is to increase participation and membership. Any increase/application of user fees will deter new growth and significantly impact our ability to retain our current membership. Our programs use ice in both the city of Saint John and RVCC. Our users often travel more than 40 minutes to get to a facility depending on where they live. I would also suggest that in addition to looking at subsidies for ice arenas in their areas, municipalities need to consider the dollar impact of players/parents coming to their communities for ice sports; many of which stop and purchase gas, groceries and do general shopping while in the municipality.
- I would agree that a regional ice strategy is needed. our rinks are ageing and really are not up to standards for todays kids. Dressing rooms are small and, in some cases, unsafe. Due to the lack of ice sometimes there are as many as 40 kids on the ice at a time and with the small dressing rooms with 20+ kids crammed in it really is a safety issue. Sport is needed in the community and has many benefits. If we take away access to sport it is going to have effects on healthcare and other areas. Kids need good safe recreation access not less. Please feel free to reach out to me if you need anything further.
- Buildings need repairs and updates.
- Our group is all city employees. As long as we play pick up hockey as an organization, we will play within the City of Saint John. Thank you for the time and effort that goes into running sports arenas for our community.

Other Survey Responses (continued)

Do you have any other comments or concerns regarding arena services in the Fundy Region? (continued)

- A minimal increase in the tax base of LSD residents would greatly subsidize sports facilities. These residents receive adequate emergency services yet the larger towns and cities pay the majority of this expense in their taxes. Our facilities are inadequate in comparison to Moncton and Fredericton which makes it difficult to host tournaments which could bring a great revenue stream to our region
- The City of Saint John arenas are showing their age.
- The cost of ice time increases yearly but upgrades to rink equipment does not seem to happen. If families had to pay extra, a lot of kids would not get to play. RVCC does not charge this to SJ families. As an association we try to keep our registration fees as low as possible as it is a struggle for families to pay. Some have multiple children playing hockey and are in other activities as well. We as volunteers put all this time in for the children to stay active and keep them off the streets and out of trouble and I think this needs to be the focus of the City as well.
- Build new ARENAS. A 4 rink would be cheaper to run. Don't keep fixing old out-dated rinks. They are so bad and small ice. Saint John needs to get with the times. Thank you.
- We need to see more regional cooperation. Quispamsis and Rothesay for example should partner on a duplex to cut costs while still providing good services to residents
- I live outside the area of Saint John but work in Saint John. We shop in Saint John for the most part and my tax dollars go there. These extra fees are unfair
- Water ice quality and consistency. Equipment storage for our safety board pads could be more adequate.

Deal Breakers

The following deal breakers for the work going forward were expressed by municipal and LSD leaders at workshops held in August:

- All communities deserve a fair shot at renewing their infrastructure. One municipality cannot be favoured for regional, provincial and federal funding.
- If the strategy only focuses on Saint John.
- Overbuilding: More funding should not lead to building more infrastructure than what is needed.
- No mutual benefit. There should be value for all communities in the region.
- Not considering the full life cycle cost of these assets (e.g. operating, maintenance and capital)
- All-In: not worth it unless all communities are committed to a solution
- Being forced into something the community doesn't want
- Equalization grants need to be considered or adjusted
- The model cannot be prohibitively expensive for families
- Must include capital costs
- Opting-out
- If a community only has a few ice sports participants, it's not worth it
- Need to have a conversation about the benefits of recreation first
- There cannot be just one-way flow of money and participation into Saint John; there must also be flow of money and participation out into the surrounding municipalities.

Operating Budget - DRAFT

Line No.		ACTUAL	OUTLOOK		BUDGET	BUDGET	Budget change 2018-2019		2019 Budget vs 2018 outlook	
		12/31/2017	End of Year 2018	Budget Variances (over)/under	2018	2019	\$	%	\$	%
REVENUE:										
1	Members Contributions	\$ 4,599,982	\$ 4,666,515	\$ 0	\$ 4,666,515	\$ 5,024,883	\$ 358,368	7.68%	\$ 358,368	7.68%
2	Rebate of Property Tax	45,055	45,793	738	45,055	45,506	451	1.00%	(288)	-0.63%
3	Local Service Districts	94,903	97,174	0	97,174	0	(97,174)	-100.00%	(97,174)	-100.00%
4	Revenue Fee Structure	105	140	40	100	150	50	50.00%	10	7.14%
5	Misc. Revenue	18,180	0	0	0	20,000	20,000	0.00%	20,000	0.00%
6	Interest Income C/A	6,806	9,606	4,606	5,000	7,500	2,500	50.00%	(2,106)	-21.92%
7	Surplus 2nd previous year	54,534	123,152	0	123,152	113,298	(9,854)	-8.00%	(9,854)	-8.00%
8		\$ 4,819,565	\$ 4,942,380	\$ 5,384	\$ 4,936,996	\$ 5,211,337	\$ 274,340	5.56%	\$ 268,956	5.44%
EXPENSES:										
ADMINISTRATION:										
9	Admin. Wages and Benefits	\$ 577,250	\$ 605,488	\$ (12)	\$ 605,500	\$ 629,400	\$ 23,900	3.95%	\$ 23,912	3.95%
10	Convention/dues/training	12,172	15,000	0	15,000	16,000	1,000	6.67%	1,000	6.67%
11	Administrative Agreement - (paid to Rothesay)		4,000	4,000	0	12,000	12,000		8,000	200.00%
11	Professional Services	19,603	40,000	0	40,000	53,000	13,000	32.50%	13,000	32.50%
13	Office supplies/Copy Machine/ S/C	7,863	8,000	-0	8,000	9,425	1,425	17.81%	1,425	17.81%
14	Computer hardware/software/IT	10,042	16,700	0	16,700	32,000	15,300	91.61%	15,300	91.61%
15	Telephone/ Internet	13,099	13,500	0	13,500	13,500	0	0.00%	(0)	0.00%
16		\$ 640,029	\$ 702,688	\$ 3,988	\$ 698,701	\$ 765,326	\$ 66,624	9.54%	\$ 62,636	8.91%
FIREFIGHTING FORCE:										
17	Salaries Basic	\$ 2,411,785	\$ 2,444,003	\$ (75,481)	\$ 2,519,484	\$ 2,653,400	\$ 133,916	5.32%	\$ 209,397	8.57%
18	Overtime	77,573	37,460	(22,540)	60,000	60,000	0	0.00%	22,540	60.17%
19	Vacation Pay on Retirement	9,461	8,601	(215)	8,816	0	(8,816)	-100.00%	(8,601)	-100.00%
20	Force Benefits	565,777	577,198	(18,502)	595,700	619,200	23,500	3.94%	42,002	7.28%
21	Career Uniforms and maintenance	24,270	23,767	(4,233)	28,000	28,000	0	0.00%	4,233	17.81%
22	Medical and Fitness Testing	17,428	21,000	0	21,000	21,000	0	0.00%	(0)	0.00%
23	Career Recognition	1,581	3,500	0	3,500	1,000	(2,500)	-71.43%	(2,500)	-71.43%
24	Holiday Relief Wages and overtime	310,806	288,198	(23,402)	311,600	328,500	16,900	5.42%	40,302	13.98%
25	Holiday Relief Benefits	92,536	101,227	(8,173)	109,400	123,300	13,900	12.71%	22,073	21.81%
26		\$ 3,511,217	\$ 3,504,953	\$ (152,547)	\$ 3,657,500	\$ 3,834,400	\$ 176,900	4.84%	\$ 329,447	9.40%
TELECOMMUNICATIONS:										
27	Cellular Telephones	\$ 4,861	\$ 5,473	\$ (1,327)	\$ 6,800	\$ 6,000	\$ (800)	-11.76%	\$ 527	9.63%
28	Communication Equipment	2,712	2,000	(500)	2,500	500	(2,000)	-80.00%	(1,500)	-75.00%
29	Maintenance / Repairs	1,155	678	(822)	1,500	1,500	0	0.00%	822	121.27%
30		\$ 8,728	\$ 8,151	\$ (2,649)	\$ 10,800	\$ 8,000	\$ (2,800)	-25.93%	\$ (151)	-1.85%
INSURANCE:										
31	Insurance	\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
32		\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
PREVENTION AND TRAINING:										
33	Firefighter / Co. Officer Training	\$ 20,638	\$ 36,000	\$ (0)	\$ 36,000	\$ 36,000	\$ -	0.00%	\$ 0	0.00%
34	Fire Prevention	6,897	7,000	0	7,000	8,000	1,000	14.29%	1,000	14.29%
35	Public Education	0	3,000	0	3,000	4,500	1,500	50.00%	1,500	50.00%
36	Training Supplies	2,509	2,000	0	2,000	2,000	0	0.00%	-	0.00%
37		\$ 30,044	\$ 48,000	(0)	\$ 48,000	\$ 50,500	\$ 2,500	5.21%	\$ 2,500	5.21%
FACILITIES:										
38	Station 1 Operating	\$ 164,563	\$ 174,063	\$ 1,253	\$ 172,810	\$ 180,700	\$ 7,890	4.57%	\$ 6,637	3.81%
39	Station 2 Operating	18,992	18,700	0	18,700	18,700	0	0.00%	0	0.00%
40	Station 2 Rent - Quispamsis	48,907	49,874	0	49,874	50,871	997	2.00%	997	2.00%
41	Station Supplies	10,365	12,000	0	12,000	12,000	0	0.00%	0	0.00%
42		\$ 242,827	\$ 254,637	\$ 1,253	\$ 253,384	\$ 262,271	\$ 8,887	3.51%	\$ 7,634	3.00%
FLEET:										
43	Fuel Vehicle	\$ 23,407	\$ 20,871	\$ (2,129)	\$ 23,000	\$ 17,250	\$ (5,750)	-25.00%	\$ (3,621)	-17.35%
44	Registration Vehicle	402	342	(208)	550	550	0	0.00%	208	60.82%
45	Vehicle Maint. & Repairs	74,559	116,704	51,704	65,000	90,000	25,000	38.46%	(26,704)	-22.88%
46		\$ 98,368	\$ 137,918	\$ 49,368	\$ 88,550	\$ 107,800	\$ 19,250	21.74%	\$ (30,118)	-21.84%
OPERATIONS:										
47	New Equipment	\$ 16,595	\$ 18,000	\$ 0	\$ 18,000	\$ 18,000	\$ -	0.00%	\$ (0)	0.00%
48	Maint. & Repairs Equip.	13,719	23,000	6,000	17,000	23,000	6,000	35.29%	0	0.00%
49	Maint. & Repairs Bunker Gear	8,862	7,000	4,000	7,000	5,000	(2,000)	-28.57%	(2,000)	-28.57%
50	Medical supplies	5,815	5,000	4,000	5,000	5,000	0	0.00%	0	0.01%
51	Fire fighting supplies	3,816	3,500	4,000	3,500	3,500	0	0.00%	0	0.00%
52	H&S/Cause determination	1,016	1,000	(1,000)	2,000	2,000	0	0.00%	1,000	99.96%
53		\$ 49,823	\$ 57,500	\$ 17,000	\$ 52,500	\$ 56,500	\$ 4,000	7.62%	\$ (1,000)	-1.74%
WATER COSTS:										
54	Water Costs - Quispamsis	\$ 4,504	\$ 4,797	\$ 0	\$ 4,797	\$ 4,940	\$ 144	3.00%	\$ 143	2.99%
55	Water Costs - Rothesay	24,201	24,927	0	24,927	25,674	747	3.00%	747	3.00%
56		\$ 28,705	\$ 29,724	\$ 0	\$ 29,724	\$ 30,614	891	3.00%	\$ 890	3.00%
OTHER:										
57	Miscellaneous	\$ 2,370	\$ 2,000	\$ (1,000)	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 1,000	50.00%
58	Retirement Allowance	59,807	59,800	0	59,800	59,800	0	0.00%	0	0.00%
59		\$ 62,177	\$ 61,800	\$ (1,000)	\$ 62,800	\$ 62,800	\$ -	0.00%	\$ 1,000	1.62%
60		\$ 4,706,267	\$ 4,837,847	\$ (87,148)	\$ 4,936,996	\$ 5,211,337	\$ 274,341	5.56%	\$ 373,490	7.72%
61	SURPLUS FOR THE PERIOD	\$ 113,298	\$ 104,534	\$ 92,532	\$ -	\$ (0)				

Kennebecasis Valley Fire Department - 2019 Capital Budget

Fleet

Replace 1989 GMC Topkick Fire Engine with new - demote 2009 International (E2) to reserve	\$650,000
Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$45,000

Equipment

Bunker gear (11 suits) -Year 3 of 4 year replacement cycle	\$31,200
SCBA - replace 40 facepieces with voice amplifiers	\$17,200
Fitness - update and/or replace existing equipment (Year 4 of 5 year plan)	\$10,000
Thermal Imaging Cameras - replace two oldest units	\$24,500
Desktop Computers + Server - replace 7 computers and network server	\$16,000

**TOTAL CAPITAL
BUDGET**

\$793,900



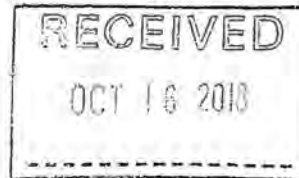
2018November13OpenSessionFINAL_048

KENNEBECASIS CRIMESTOPPERS

35 Merritt Hill Rd.
Quispamsis, N.B.
E2E 6A1

October 10, 2018

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



RE: Budget Request – Year 2019

Dear Mayor & Council:

COPY

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out fundraising activities to ensure that sufficient funds are available to pay for the important TIPS that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2019.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 849-0710(home) or 651-7012(work).

Yours truly,

Kevin Taylor
President



2018November13OpenSessionFINAL_049
KENNEBECASIS REGIONAL POLICE FORCE

ADDRESS ALL CORRESPONDENCE TO:

CHIEF OF POLICE
126 MILLENNIUM DRIVE
QUISPAMIS, N.B.
E2E 6E6

WAYNE GALLANT, M.O.M.
CHIEF OF POLICE

B. JEFFERY GIGGEY
DEPUTY CHIEF OF POLICE

TELEPHONE: (506) 847-6300
FAX: (506) 847-6301
ADMIN: (506)847-6313
E-MAIL: krpfadmin@nbpolice.ca
www.kennebecasisregionalpolice.com

Your File:

Our File:

2018-10-17

Mayor and Councilors
Town of Rothesay
70 Hampton Rd.
Rothesay, NB
E2E 5L5

Dear Mayor and Members of Council:

Re: Proposed 2019 Budget

Please find enclosed the following documents:

1. KRJBPC Cash Flow Budget 2019;
2. Telecom Budget 2019; and

All documents have been approved by the board. If you require anything further, please do not hesitate to contact me.

but aside from
inflationary increases in some budget lines, the following are also sources of significant
funding pressures within this budget:

- The Collective Agreement expires at the end of 2018. Agreements have been recently signed in Miramichi and Edmundston for 7-year terms including wage increases of 2.75 and 2.78% annual wage increases.
- Given the Labour Relations and Human Resource related issues that have been experienced with KRPF and the associated costs that have been incurred, this budget includes funding for the services of a full-time human resources professional to service the H.R. needs of the police force.
- Finally, this budget includes funding for one extra full-time position to fulfill the highly technical duties of Forensic Identification Specialist.

Respectfully,

Wayne Gallant
Chief of Police

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2019

Board approved 26Sept2018
144 of 151 + 1 HR person

2018 November 13 Open Session FIN PD - 051

	BUDGETS			Projected	ACTUALS	
	2019	2018	2017	2018	2017	2016
CRIME CONTROL:	\$					
Salaries	3,513,026	3,352,793	3,283,941	3,190,268	3,238,270	3,363,568
Benefits	702,605	670,559	656,788	639,054	574,062	605,225
Training + rifle range	50,000	40,500	40,500	40,500	48,808	35,078
Equipment	20,000	20,000	20,000	20,000	72,203	97,098
Equip repairs & IT support	4,000	4,000	4,000	4,000	4,084	4,168
Communications	82,200	82,200	82,200	82,200	60,374	56,589
Office function	16,000	16,000	16,000	16,000	15,422	12,027
Leasing	16,200	14,200	12,300	16,500	14,282	12,028
Policing-general	32,500	32,500	32,500	57,500	57,021	64,482
Insurance (+3%)	14,977	13,746	11,639	14,541	13,344	11,287
Uniforms	36,000	36,000	36,000	69,700	75,749	58,589
Public Relations	7,000	7,000	7,000	7,000	9,547	7,975
Detention	28,700	26,100	26,100	26,075	26,104	26,064
Investigations	32,000	29,000	29,000	38,819	43,610	34,507
Auxillary	2,500	1,500	1,500	1,500	709	1,223
Taxi & Traffic Bylaw	1,200	1,200	500	500	1,114	1,040
Public Safety/PIMITS (per PNB)	36,942	34,762	33,943	33,715	33,107	32,327
	<u>4,595,850</u>	<u>4,382,060</u>	<u>4,293,911</u>	<u>4,257,872</u>	<u>4,287,810</u>	<u>4,423,275</u>
	4.879%	2.053%	2.578%			
VEHICLES:						
Fuel	108,000	105,000	105,000	103,928	89,571	86,706
Maint./repairs	85,000	85,000	85,000	59,800	64,927	66,560
Insurance (+3%)	24,376	23,492	20,928	23,666	22,810	20,317
New vehicles qty-2	78,000	76,000	76,000	76,000	91,538	156,077
Vehicle technology equipment	6,000	6,000	6,000	6,000	3,212	11,515
	<u>301,376</u>	<u>295,492</u>	<u>292,928</u>	<u>269,394</u>	<u>272,058</u>	<u>341,175</u>
	1.991%	0.875%	-16.598%			
PROPERTY:						
Maintenance	52,500	37,500	37,500	43,057	39,494	32,235
Cleaning	24,500	24,500	24,000	26,250	22,988	23,077
Heat and power	47,000	47,000	47,000	41,013	37,257	40,436
Taxes (2018+2%incr)	47,157	46,232	46,360	46,232	46,232	44,152
Insurance (+3%)	6,047	5,818	5,595	5,871	5,649	5,432
Grounds	11,000	11,000	11,000	23,651	7,854	10,714
New Bldg debenture - int	25,826	26,890	30,000	28,150	29,952	31,476
- princ.	134,000	131,000	130,000	131,000	130,000	128,000
	<u>348,030</u>	<u>329,940</u>	<u>331,455</u>	<u>345,224</u>	<u>319,426</u>	<u>315,522</u>
	5.483%	-0.457%	3.337%			
ADMINISTRATION:						
Salaries	741,091	632,850	617,699	761,704	717,312	652,553
Benefits	174,248	127,745	124,863	159,006	149,156	117,061
Commissionaires	44,800			22,100		
Professional Fees	47,000	41,000	41,000	54,700	36,416	41,534
Travel/Training	18,000	13,000	13,000	18,000	3,948	9,720
Insurance "E&O" + 3%	1,288	1,292	1,292	1,250	1,254	1,254
Labour Relations	10,000	10,000	10,000	10,000	44,902	44,891
Board expenses	5,000	20,000	5,000	5,000	4,961	6,124
	<u>1,041,426</u>	<u>845,887</u>	<u>812,854</u>	<u>1,031,760</u>	<u>957,949</u>	<u>873,137</u>
	23.116%	4.064%	1.836%			
REVENUE:						
- interest	(24,000)	(24,000)	(24,000)	(26,910)	(28,286)	(33,321)
- taxi & traffic bylaw	(5,000)	(5,000)	(5,000)	(5,000)	(4,529)	(7,942)
- other	(66,000)	(60,000)	(60,000)	(60,000)	(64,131)	(104,250)
- Secondments					(219,802)	(362,211)
	<u>(95,000)</u>	<u>(89,000)</u>	<u>(89,000)</u>	<u>(91,910)</u>	<u>(316,748)</u>	<u>(507,724)</u>
	6.742%	0.000%	17.105%			
SECONDMENTS						
Revenue	(217,000)	(211,500)	(294,000)	(200,242)		
Temporary Terms	150,323	145,235	206,872	138,511		
	<u>(66,677)</u>	<u>(66,265)</u>	<u>(87,128)</u>	<u>(61,731)</u>		
	0.622%	-23.945%	15.182%			
SICK PAY/RETIREMENT ACCRUAL:						
Sick pay/ Retirement	65,693	61,547	60,250	61,536	44,129	35,559
Interest & dividends	19,000	19,000	19,000	16,683	21,427	27,753
	<u>84,693</u>	<u>80,547</u>	<u>79,250</u>	<u>78,219</u>	<u>65,556</u>	<u>63,312</u>
TOTAL BUDGET	<u>\$6,209,698</u>	<u>\$5,778,661</u>	<u>\$5,634,270</u>	<u>\$5,828,828</u>	<u>\$5,586,051</u>	<u>\$5,508,697</u>
Legal fees & external investigations - one time costs		10,500	69,260	164,870		
2nd prior yr (surplus) deficit	(117,477)	(74,632)	(114,007)	(74,632)	(114,007)	(112,687)
TOTAL CONTRIBUTION BY TOWNS	\$6,092,221	\$5,714,529	\$5,589,523	\$5,919,066	\$5,472,044	\$5,396,010
	6.609%	2.236%	2.173%	5,719,437	5,589,521	5,470,642
				(199,629)	\$117,477	\$74,632
				surplus (deficit)		surplus

Notes:

CC Equipment - evergreen computers & technical equipment

TELECOM BUDGET 2019

2018November13OpenSessionFINAL_052

	-----BUDGETS-----			Projected 2018	-----ACTUALS-----	
	2019	2018	2017		2017	2016
TELECOM:						
City of SJ Comm Centre	373,944	355,049	337,108	355,049	337,108	320,074
Data/networking charges	10,362	10,273	10,273	10,066	9,869	9,770
Telecom retirees health ins		1,500	1,500	298	(1,452)	(1,032)
2nd prior yr (surplus) deficit	(3,356)	(3,041)	97	(3,041)	97	2,161
	380,950	363,781	348,978	362,372	345,622	330,973
Towns' contributions	4.720%	4.242%	4.482%	363,781	348,978	334,014
surplus(deficit)				1,409	3,356	3,041

COST ALLOCATION:	2016		\$	/12
	CENSUS		SHARE	
ROTHESAY	11,659	38.988%	148,525	12,377
QUISPAMIS	18,245	61.012%	232,425	19,369
	29,904	100.000%	380,950	31,746



October 18, 2018

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

Mayor Grant and Councilors:

Re: The Kennebecasis Public Library 2019 Budget

The Board of Trustees of the Kennebecasis Public Library (the Board) respectfully submits its 2019 proposed operating budget, which you will find also attached to this e-mail. The total municipal fundings required for our operating expenses in 2019 are expected to remain approximately the same as in 2018, with a **0%** increase.

The 2019 budget includes realized requirements for increases in Communications (\$+492), Grounds and Road Maintenance (\$+500), Insurance (\$+195), Office Expenses (\$+400), and Utilities (\$+1077). The Board has worked to reduce these costs as much as possible. The aforementioned increases are off-set by decreases in Building Maintenance (\$-718), Miscellaneous Expenses (\$-120) and Professional Services (\$-60). Based on these increases and decreases, we are requesting to increase the programming budget by \$1000, while keeping the overall budget the same. This will allow us to deliver even greater value from the library directly to the community.

The Board is committed to diligent financial stewardship; since 2016 the Board has adhered to a Purchasing Policy featuring guidelines for contracted services as well as non-budgeted spending authorization.

Ms. Laura Corscadden (Library Director) and Mrs. Amy Watling (Board Treasurer) will be available to present our proposed budget to the Towns at your convenience.

Sincerely,

Kevin Winchester
Chair, Board of Trustees
Kennebecasis Public Library



KENNEBECASIS PUBLIC LIBRARY

2019 Proposed Operating Budget Overview vs. 2018

Description	2019	2018 Budget	Change vs 2018%	Change	Note
	Proposed Budget			vs. 2018 \$	
Building Maintenance	70,828	71,546	-1%	-718	
Communications	9,786	9,294	5%	492	Slight increase in internet costs.
Grounds & Roads Mtce.	20,500	20,000	3%	500	
Insurance	7,587	7,392	3%	195	
Miscellaneous Expense	1,880	2,000	-6%	-120	
Office Expenses	9,000	8,600	5%	400	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,600	10,660	-1%	-60	
Programs	4,500	3,500	29%	1,000	1640 programs offered in 2016, and 1807 offered in 2017. Increase anticipated for 2018 as well.
Public Relations	3,000	3,000	0%	0	
Small Equipment and Furniture	8,265	8,265	0%	0	
Utilities	54,711	53,634	2%	1,077	
Wages	22,738	22,738	0%	0	
Total Operating Expenses	225,395	222,629	1%	2,766	
Revenue	-\$4,500	-\$4,500			
Deficit (Surplus) 2nd Previous Year	-\$2,723	-\$204			
Municipal Fundings - Operations	218,172	217,925	0%	247	

THANK YOU FOR YOUR SUPPORT!

2018November13OpenSessionFINAL_055

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: For REPLY: Support for the Enhanced New Brunswick Financial Literacy Program / Appui pour le programme de litt ratie financi re am lior  du Nouveau-Brunswick
Date: October-25-18 8:09:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[CPA Financial Literacy Brief EN Final.pdf](#)
[CPA Financial Literacy Brief FR Final.pdf](#)

From: Danielle Pieroni [<mailto:dpieroni@cpanewbrunswick.ca>]
Sent: October-23-18 2:43 PM
To: Danielle Pieroni
Subject: For REPLY: Support for the Enhanced New Brunswick Financial Literacy Program / Appui pour le programme de litt ratie financi re am lior  du Nouveau-Brunswick

Version fran aise ci-dessous.

Your Worship:

CPA New Brunswick is about to launch an enhanced Financial Literacy Program, to complement existing programming. Our curriculum’s goal is to deliver unbiased, objective financial literacy education and information to improve the overall state of financial literacy in New Brunswick via free, grassroots educational sessions delivered by qualified CPAs. We are in quest of like-minded organizations as collaborators in this venture.

Improved financial literacy is a win-win proposition for the province, its people, and its businesses. We are seeking support for the pilot project (detailed in the attached overview) through your endorsement, whilst we are also pursuing sponsorship funding from local businesses. Should you wish to provide sponsorship dollars, we can provide a menu of options and benefits.

However, given the nature of your organization, we are approaching you as a high-level collaborator, and our primary ask is for your endorsement to advance this worthy mandate. Being able to include your logo on our promotional materials, for example, would lend validity to our program and demonstrate to attendees your commitment to corporate social responsibility and improving the lives of New Brunswickers. Importantly, this positions your organization as a leading support of financial literacy – **at no cost to you.**

I trust that you agree on the importance of advancing the mandate of financial literacy, and I hope to add your name to our list of proud supporters. To that end, to effectively promote your organization’s involvement, we request a [reply by October 19, 2018.](#)

If you require any additional information or wish to confirm your collaboration, please contact me at CPA New Brunswick via email at dpieroni@cpanewbrunswick.ca or by phone at 830-3300, ext. 103.

Sincerely,
Danielle

CPA Nouveau-Brunswick est sur le point de lancer un programme de litt ratie financi re am lior  afin de compl ter le programme existant. Le but de notre programme est d’offrir de la formation et de l’information en mati re de litt ratie financi re impartiale et objective afin d’am liorer l’ tat global de la litt ratie financi re au Nouveau-Brunswick par l’entremise de s ances de formation de base gratuites pr sent es par des CPA qualifi s. Nous sommes   la recherche d’organisations

partageant notre point de vue et souhaitant collaborer avec nous dans le cadre de cette initiative.

Une littératie financière de niveau supérieur est avantageuse pour la province, ses habitants et ses entreprises. Nous sommes à la recherche d'appuis pour le projet pilote (présenté en détail dans l'aperçu figurant en pièce jointe) sous la forme de votre approbation, mais nous cherchons aussi à obtenir des commandites de la part d'entreprises locales. Si vous souhaitez nous offrir du financement sous la forme d'une commandite, nous pouvons vous suggérer diverses possibilités et vous expliquer les avantages d'une commandite.

Cependant, compte tenu de la nature de votre organisation, nous vous considérons comme un collaborateur de haut niveau et nous souhaitons surtout recevoir votre appui afin de faire progresser cette initiative digne de mention. Par exemple, le fait que nous puissions placer votre logo sur nos documents promotionnels apporterait beaucoup de crédibilité à notre programme et indiquerait aux participants que votre responsabilité sociale d'entreprise vous importe et que vous souhaitez améliorer la vie des Néo-Brunswickois. Qui plus est, cela positionnerait votre entreprise comme un défenseur de premier plan de la littératie financière – **sans frais pour vous**.

Je suis certaine que vous reconnaissez l'importance d'une bonne littératie financière et j'espère avoir l'occasion d'ajouter votre nom à la liste de nos fiers collaborateurs. Dans cette optique, pour promouvoir efficacement la participation de votre organisation, nous vous demandons de bien vouloir répondre à notre proposition au plus tard le 19 octobre 2018.

Si vous avez besoin de renseignements supplémentaires ou souhaitez confirmer votre collaboration, veuillez communiquer avec moi chez CPA Nouveau-Brunswick, par courriel, à dpieroni@cpanewbrunswick.ca ou, par téléphone, au 830-3300, poste 103.

Je vous prie d'agréer l'expression de mes sentiments distingués.
Danielle

Danielle Pieroni

Manager, Special Projects & Business Development
Gérante, Projets spéciaux et développement des affaires
dpieroni@cpanewbrunswick.ca



CPA New Brunswick / CPA Nouveau-Brunswick

860 rue Main Street, Suite / bureau 602, Moncton, NB, E1C 1G2
Tel. / Tél. : 506 830.3300 Fax / Téléc. : 506 830.3310
www.cpanewbrunswick.ca / www.cpanouveaubrunswick.ca

PLEASE NOTE: My normal working days are Monday to Wednesday inclusive.

ATTENTION : Veuillez noter que mon horaire régulier de travail est du lundi au mercredi inclusivement.

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FINANCIAL LITERACY

Program Overview



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CPA Financial Literacy Partners & Their Roles	7
Program Overview	10



Executive Summary – The Ask

CPA New Brunswick has recognized the prospective desirability in becoming more active within the financial literacy space. That is not to say that good things are not being done in New Brunswick, nor that current contributors to improved financial literacy outcomes have not done enough.

Rather, there has been a shared observation that there may well be an opportunity to better synergize the efforts currently afoot through injection of deliberate resources and more focused coordinative provincial effort – bringing together the various resources and attributes currently available in the system.

That is, without interfering with or displacing the many positive financial literacy initiatives underway, CPA New Brunswick stands ready to develop a network accentuating augmented offerings and availability – serving also to more efficiently and accountably coordinate the national CPA initiative at the provincial level.

The pages which follow intend to provide the reader with a general comprehension of the envisioned financial literacy initiative, its delivery, and its participants. Naturally, the parties to such engagement shall view this joint undertaking as exploratory in nature, subject also to modification as experience is gained.

For the instant, CPA New Brunswick does wish to put to paper, for sake of clearer understanding, its rudimentary thoughts for the purpose of establishing a common base. As such, this brief is subject to refinement, evolution, and reassessment.

That said, it is recognized that the collective might be inclined to forge forward; recognizing that improvements, program elements, and relationships are subject to agreed-upon change.

CPA New Brunswick remains available to answer any questions and to deepen exploratory discussions with potential collaborators, partners, and sponsors so as to maximize program delivery, inclusion, and success.

As a first hurdle to confront, CPA New Brunswick estimates that it will incur spending of an estimated \$70,000 in 2018-19 to initiate the form of delivery envisioned herein, predominantly for staffing. With assurances from partners and sponsors to assist with the offset of these expenses and reasonable increase in those expenses going forward, CPA is prepared to commit resources and to assume the anticipated role.

We of course remain open also to your thoughts, comments, and suggestions.



Rock Lefebvre
President & CEO, CPA New Brunswick
rlfebvre@cpanewbrunswick.ca
506-830-8300



CPA Financial Literacy

About CPA

Chartered Professional Accountant (CPA) is now used by Canada's accounting profession across the country. The profession's national body, Chartered Professional Accountants of Canada (CPA Canada), is one of the largest in the world with more than 200,000 members, both at home and abroad. Importantly, the top priority of the profession is to protect and act in the public's interest.

Among other attributes, CPAs are valued for their financial and tax expertise, strategic thinking, business insight, management skills, and leadership. CPA Canada conducts research into current and emerging business issues and supports the setting of accounting, auditing, and assurance standards for business, not-for-profit organizations and government.

CPA Canada also issues guidance and thought leadership on a variety of technical matters, publishes professional literature and develops education and professional certification programs.

Vision

The Chartered Professional Accountants of Canada and its constituent provincial bodies have the opportunity to become a fundamental driver of the economic health of individual Canadians, their businesses, and the broader economy by taking action to solve a high-profile social problem and to contribute to financial and social well-being.

Mission of the Financial Literacy Program

To deliver unbiased objective financial literacy education and information to Canadians to improve the overall state of financial literacy in Canada.



What is the CPA Financial Literacy Program?

Financial literacy can mean different things to different people, as too can expectations vary around subject matter, depth of content, and modality of delivery.

Let's get into it by answering some simple, yet important, questions up front:

1. How long has CPA Canada Financial Literacy been in operation?

The program launched in March 2013.

2. What does the program comprise of?

There are five integrated components:

- Financial literacy sessions
- Research
- Online information and resources
- Publications
- Sponsors and partners

3. What is the mission of CPA Canada Financial Literacy?

CPA's mission is to deliver unbiased, functional and clear financial literacy information to the general public in order to improve the overall state of financial literacy in Canada. [Learn more](#) about us.

4. How many sessions does the program offer and who are the audiences?

The program offers more than 40 financial literacy topic areas addressing nine different audiences:

- Adults
- Seniors
- New Canadians
- Schools (elementary and high school students)
- Post-secondary students
- Small and medium-sized businesses
- Entrepreneurs
- Not-for-Profits
- Remote Communities

[View](#) our full list of sessions.

5. Are the sessions free?

Yes, the sessions are free to attendees and are offered as a community service.



6. How long is a session?

One session is typically an hour long, including a 15-minute Q&A at the end. School workshops are 45-60 minutes (including a 15-minute Q&A), depending on the grade.

7. Do the sessions have to be done consecutively?

The sessions can be done on their own or consecutively, based on needs and preferences.

8. How many people need be in the audience?

There is no set amount for audience size. 15-25 people per session does, however, provide for more efficient delivery and effective engagement.

9. In which languages are the sessions available?

Sessions are available in both English and French. Due to resource limitations, they will not be translated to any other languages. If a session is requested in a different language, efforts will be made to match user needs with a presenter who speaks the requested language – noting however that there are no guarantees.

10. Who presents a session?

Sessions *can only* be presented by our trained financial literacy volunteers, who are Chartered Professional Accountants (CPAs). They are professional financial experts who have a solid reputation and a position of trust with Canadians. These free sessions are delivered through a network of CPA members in their communities. Materials are copyrighted and cannot be presented by anyone other than our volunteers.

11. What level of language will the session be presented in?

Presenters use basic language and simple terms while presenting. They make sure to understand their audiences and to use stories and words that resonate with them.

12. How does someone request a session?

A session can be requested by asking CPA Canada for a session [here](#) or through CPA New Brunswick at info@cpanewbrunswick.ca

13. How far in advance does a request for a session have to be made?

While time required to deliver a session will largely depend on the requesting party's level of readiness, hosts can expect a minimum of eight to twelve weeks to fulfill a session request.



14. What are the responsibilities of a host?

[View](#) host responsibilities and how to set up a session. In certain circumstances, CPA New Brunswick may serve as host or perform and support some of the host responsibilities.

CPA Financial Literacy Partners & Their Roles

In order for New Brunswick to deliver and enjoy a robust financial literacy initiative, having meaningful outcomes for the citizens, government, and public agencies of New Brunswick, it is CPA New Brunswick's contention that success will be best optimized through deployment of a comprehensive multiple party program which enjoins the aspirations and strengths of the individual parties.

With a view to delivering unbiased objective financial literacy education and information to New Brunswick residents and stakeholders, the collective objective of the parties would typically be to improve the overall state of financial literacy in New Brunswick.

This does not impute that the individual parties could not extend beyond this common mandate within their own spheres of business or that the program's prospects, attributes, or deliverables could not grow upon the inclusion of potential partners, but rather that the initiative's objective must remain true to "improving the overall state of financial literacy in New Brunswick."

While we remain in the early days, CPA New Brunswick would benefit from the implication of various stakeholder organizations which could elect to be involved as collaborators, sponsors, and/or partners as defined further in this brief (see page 8).

Taken together, the objective of CPA New Brunswick is to strike a strategic alliance which satisfies the financial literacy interests of the respective parties within a fluid and flexible enterprise model.

CPA Canada (CPA C)

Having initiated the national program in 2013, CPA C would continue to be relied upon to provide session content and curriculum through its ongoing developmental activities. Captured in the introductory Q&A section of this brief, CPA's mission is to deliver unbiased, functional, and clear financial literacy information to the general public in order to improve the overall state of financial literacy in Canada.

In addition to offering the 40+ financial literacy topic areas, CPA C would continue to be relied upon to provide training to the CPAs who actually deliver the sessions.

CPA New Brunswick (CPA NB)

Working with local collaborators, CPA New Brunswick is interested as serving as the provincial broker of the national program.



In addition to promoting the program and managing relationships, CPA NB would effectively receive and coordinate requests for sessions, interact with and assign session presenters, and serve as the 'program operator;' in many instances collaborating with partners, sponsors, chapters, and 3rd party host organizations.

Concurrently, CPA NB would assist in the coordination of training to presenters and any related certification, ensuring also to carry out necessitated member engagement and volunteer appreciation activity.

CPA NB Chapters

Chapters of CPA New Brunswick (Acadie-Chaleur, Edmundston, Fredericton, Miramichi, Moncton, Restigouche, Saint John, and Woodstock) would in some instances host, collaborate, or team up with CPA NB as circumstances reasonably warrant.

CPA NB Members

New Brunswick CPAs would be relied on as the deliverers/presenters of the program sessions.

Collaborators, Sponsors, and Partners

Rounding out the strategic alliance, CPA New Brunswick has identified the desirability of attracting guidance, participation, and involvement from the broader business, public and social composition of New Brunswick – from both inside and outside the profession. To that end, CPA New Brunswick is contemplating an alliance made up of the following categorizations of prospective contributors:

- Collaborators – Organizations having a common interest choosing to lend thought leadership and 3rd party endorsement to the financial literacy initiative for the purpose of achieving admirable communal goals (ex. Municipal and Provincial Governments, Chambers of Commerce, Business and Economic Development Agents, Media, etc.).
- Sponsors – Organizations having a general interest in contributing to the development and delivery of financial literacy initiatives which improve the financial literacy of New Brunswick or any of its regions, which may not necessarily wish to be involved in an operational or hands-on capacity, but see well the contribution of financial resources and/or in-kind fee in return for access to the exploitable commercial potential (publicity, branding, CSR) associated with the financial literacy initiative (ex. Professional Firms, Post-secondary Institutions, etc.).
- Partners – Organizations having a mandate or interest in the delivery of the financial literacy initiative which are interested also in contributing means, in the form of funds, time, and in-kind resources. Typically, partners will be viewed as any of a number of organizations with interests and financial investment in the business or enterprise aspects of the financial literacy initiative, among whom expenses, benefits, and achievements are to be shared (ex. Regulators, Government Agencies, Business Corporations, etc.).



In this model, collaborators can be considered a superset of sponsors and partners wherein all partners and sponsors are collaborators, but not all collaborators will be sponsors or partners.

And while we recognize the importance and contributions of collaborators, CPA New Brunswick recognizes that deliberately securing partners and sponsors within the broader collaborator consortium is crucial to the success and sustainability of a meaningful and enduring financial literacy initiative.

Without limiting the prospective roles of collaborators, sponsors, and partners, CPA NB envisions that a multiplicity of community agents could become parties to the financial literacy initiative by virtue of financial contribution, provision of in-kind services (facility space, in-house CPA presenters, etc.), sponsorship and/or 3rd party endorsement whereby identification of collaborators, and their involvement, would be prominently displayed in communication and promotional efforts of CPA NB.

For further information on CPA Canada Financial Literacy and its components, please contact:

Telephone

[\(416\) 204-3502](tel:(416)204-3502)

Toll free

[\(800\) 268-3793](tel:(800)268-3793)

Email

financialliteracy@cpacanada.ca

Website

cpacanada.ca/financialliteracy

Financial Literacy Volunteer Resource Centre

cpacanada.ca/financialliteracyvolunteer

Publications

cpacanada.ca/financialliteracypublications

Questions, requests for clarification, and indication of interest to become involved can be directed to CPA New Brunswick at [\(506\) 830-3300](tel:(506)830-3300) or info@cpanewbrunswick.ca.



Program Overview

Adults

CPA's nine 60-minute adult sessions target the diverse financial literacy needs of Canadians, by aiding individuals to get the information they need to make smart financial decisions. Whether they are starting out in their careers, raising children or planning to retire, there is something for everyone.

1. Saving Strategies — Easy Concept, Difficult Reality

Audience:

Those who want to learn how to save more and spend less.

Outline:

- Saving – Definitions
- Savings Strategies – Overview
- Key Savings Strategies
 - Pay Yourself First
 - Create a Budget
 - From Your Investment Income
 - Expenditure Management
- Keeping the Momentum
- Tools and Resources
- Q&A

Learning Objectives:

- Learn how to save more to pay down debt
- Realize that saving and a reduction in spending often go together to achieve success
- Use the power of compounding to make your savings grow
- Start to invest in the future to realize goals and dreams and prepare for a comfortable retirement

2. Ten Healthy Habits of Financial Management

Audience:

Those who want to become better money managers.

Outline:

- Getting your financial house in order: Ten Healthy Habits of Financial Management
- Goal-Setting
- Tools and Resources
- Q&A



Learning Objectives:

- To self-assess their level of financial fitness
- To learn the *Ten Healthy Habits of Financial Management*
- To obtain resources to help them get their financial house in order

3. How to Teach Your Kids about Money

Audience:

Parents.

Outline:

- The goal and challenges of raising money-smart kids
- Age appropriate teaching for young children, pre-teens, teenagers and emerging adults
- The evolution of financial decisions throughout childhood
- Tips on giving allowance, budgeting, credit cards, cell phones, virtual spending
- Tools and Resources
- Q&A

Learning Objectives:

- To get information and tips to help you raise kids who are financially independent and responsible
- To better understand the challenges of raising money-smart kids
- To learn how to address age-appropriate money-related topics with young kids, pre-teens, teenagers and emerging adults

4. Are You A Good Financial Role Model?

Audience:

Parents

Outline:

- The goal and challenges of teaching kids about money
- Characteristics of a Good Financial Role Model
- *Ten Healthy Habits of Financial Management*
- How to set financial goals
- Tools and Resources
- Q&A

Learning Objectives:

- To self-assess where you stand as a financial role model
- To learn the *Ten Healthy Habits of Financial Management*
- To obtain resources to help them get their financial house in order
- To understand SMART goals & effective goal setting



5. Effective Tax Strategies

Audience:

Those who want to have a better understanding of Canada's tax system and minimize the amount of tax they need to pay.

Outline:

- Understanding Tax Laws
- Tax Planning
- Keep Detailed Records
- How to Achieve Tax Goals
- Reduce Taxable Income
- Tax Deductions versus Tax Credits
- Increase Deductions
- Use Tax Credits
- Tools and Resources
- Q&A

Learning Objectives:

- Develop effective strategies to minimize the amount of tax to pay
- Understand basic tax law
- Learn how to be proactive in tax planning and detailed record keeping
- Understand the three main categories for tax planning: reducing income subject to tax, maximizing deductions and using all allowable tax credits to save money

6. Fraud Protection

Audience:

Those who want to better understand fraud and how to protect themselves from being victims of fraud.

Outline:

- Introduction
- What is fraud?
- How can you be aware of the damage?
- Signs of victimization
- What should you do?
- Real-life examples
- Q&A

Learning objectives:

- Defining fraud
- Recognize the signs of victimization
- What to do if you are a victim of identity fraud
- Understanding various types of fraud
- Tools and Resources



7. Planning For Your Retirement

Audience:

Those who want to understand how to effectively plan for the retirement they desire.

Outline:

- Why You Need a Retirement Plan
- How Much Do You Need to Save?
- Retirement Saving Strategies
- Sources of Retirement Income
 - Government Plans (RRSP, TFSA, CPP, OAS, GIS)
 - Non-registered investments
 - Employer Pensions
- 10 things to remember about retirement planning
- Tools and Resources
- Q&A

Learning Objectives:

- Understand that, as a member of the healthiest and longest-living population ever, government payments are not enough to fund retirement
- Learn how to become proactive and start retirement planning early
- Discover the benefits of using government tax deferral/saving opportunities, participating in company pension plans and including non-registered investments as part of a retirement plan

8. Estate Planning

Audience:

Those who need to create a plan to distribute assets, during life or at their death.

Outline:

- What is Estate Planning?
- Estate Planning Process
- Key Ideas
- Tools and Resources
- Q&A

Learning Objectives:

- Understanding the what and why of Estate Planning
- To understand various tools of Estate Planning
 - Powers of Attorney
 - Wills
 - Joint Accounts
 - Gifting
 - Trust
- Define dying without a will

9. Survive and Thrive: Move ahead financially after losing your job

Audience:

Anyone who has lost their job, is currently under-employed following the loss of a job, or anyone who fears job loss because of change/turmoil at their current place of work or within their field of work.

Outline:

- The psychological, mental and emotional toll
- Employment law
- Finding a new job
- Contracting and self-employment
- Financing your life
- Dealing with debt: Initial steps
- Dealing with debt: More drastic options
- Going back to school/retraining
- Tools and Resources
- Q&A

Learning Objectives:

- Rights and resources
- Steps to take to find a new job
- Options and tools for dealing with debt
- Is training/school a good option?

Seniors

CPA's two 60-minute sessions focus on helping seniors better manage their finances in retirement and also protect themselves against fraud.

1. Managing Your Finances in Retirement

Audience:

Seniors who want to learn how to better manage their finances.

Outline:

- Importance of managing your retirement
- Art of budgeting
 - Balancing the budget
 - Sources of retirement income
 - Expenses
 - Stretching your retirement resources
- Common retirement strategies
 - The three stages of retirement
- Tools and Resources
- Q & A



Learning Objectives:

- Why it's so important to manage finances in retirement
- The art of budgeting
- How to stretch your retirement resources
- Different stages of retirement

2. Fraud Protection for Seniors

Audience:

Seniors who want to learn how they can protect themselves against fraud

Outline:

- What is fraud?
 - Theft vs. Fraud
 - Awareness
- How it works
 - Signs of fraud
 - What to do with suspicion
 - Top three scams
 - What information scammers want
- 5 reasons seniors are vulnerable
- Signs of being victimized
- What to do if you've fallen victim
- Types of fraud — real-life examples
- Tools and Resources
- Q & A

Learning Objectives:

- What fraud is and how it works
- Identify the signs of fraud and how to act on suspicions
- Learn about top three scams
- Why seniors are targeted
- What to do if you are a victim of fraud

New Canadians

CPA's three 60-minute sessions teach new immigrants, who have been in Canada for five years or less, how to effectively manage their money, from how credit works to filing taxes. It also helps with putting a financial plan in action.

1. Tips and Secrets Smart Canadians Know

Audience:

Immigrants who have been in Canada for less than two years.



Outline:

- Overview
- Bank Accounts and Banking Services
- ATMs, Debit Cards and Credit Cards
 - ATM – 24 hour banking
 - How a debit card works
 - Credit Cards – temporary loan
 - Transaction fees can add up
- Establishing a Credit History
- Understanding Your Pay Cheque and Your Payroll Deductions
- Filing Your Income Tax Return
 - When and how to file
 - Getting the help you need
- Tools and Resources
- Q & A

Learning Objectives:

- Learn why you need to open a bank account and how to choose the right bank and banking services for your needs
- Understand the advantages and the dangers of using debit cards, credit cards and ATMs
- Learn to use effective money management skills to build your credit history
- Understand the terms used on your pay statement and the purpose of payroll deductions
- Understand when, why and how to file your annual income tax return
- Know where to go for support and guidance

2. Building Wealth in Canada

Audience:

Immigrants who have been in Canada for more than two years or who have taken *Tips and Secrets Smart Canadians Know*.

Outline:

- Overview
- Creating a budget
- Understanding Cash Flow
- The Secret to Being a Good Money Manager
- Defining a Financial Plan
- Sorting Out Your Wants and Needs
- Three Savings Vehicles
- Putting Your Financial Plan in Action
- Resources

Learning Objectives:

- Learn to create a realistic budget
- Understand Cash Flow and how to control it

- Learn how to effectively manage your money
- Learn how to define your own financial plan
- Understand the difference between “good debt” and “bad debt”
- Understand the difference between your “wants” and “needs”
- Understand the key features of RRSPs, RESPs and TFSAs and how they can help you put your financial plan into action
- Know where to go for support

3. What You Need to Know About Tax

Audience:

Newcomers to Canada who want to understand the Canadian tax system.

Outline:

- why we pay taxes
- overview of the Canadian tax system
- Canada Revenue Agency – what it is and what it does
- where our tax dollars go
- who pays taxes
- what is taxed – Canadian and foreign
- why file a tax return
 - eligible benefits that are received
 - available deductions and credits
- preparing and filing tax returns
- what happens after a tax return is filed
- enrolling in the CRA “My Account” for online filing and communications
- good tax practices
 - seek good/professional advice
 - understand tax avoidance vs. tax evasion
- resources
- Q&A

Learning Objectives:

- understand why there are taxes, how the Canadian tax system works, and how Canadians’ taxes are used
- learn what taxes need to be paid, and how to pay them
- learn how to reduce taxes, and how to gain benefits today and in the future
- learn how to file a tax return and what happens once you’ve filed

Schools

CPA's in-school financial literacy program focuses on teaching students the basic concepts and skills needed to make smart financial decisions. Through interactive activities, case studies and planned workshops, students gain a better understanding of money matters thus to help them get started towards a financially bright future.

Workshop Overviews:

The workshops are independent of each other. They are 45 - 60 minutes long.

Lesson Outline:

- Facilitator Introduction
- Topic Introduction
- Activity
- Q&A/Closing

Grades 4 & 5

Bartering

Learning Objectives:

Different items have different values (i.e., you cannot compare one apple to one pound of wheat). Money places a specific value on items and solves this issue.

Needs & Wants

Learning Objectives:

There is a difference between "needs" and "wants." It's important to know the difference between the two in order to make smart decisions with our money.

Savings & Bank Accounts

Learning Objectives:

Small changes can make big differences. Saving is a mindset which we have to train ourselves to develop and use when making daily financial choices.

Pet Shop

Learning Objectives:

Help students understand the cost, responsibility, and commitment required when owning a pet, including awareness of unforeseen situations that can occur.



Grades 7 & 8

Budgeting & Expenses

Learning Objectives:

Budgeting is about making choices between what we need and what we want. Staying on or under a budget reaps positive rewards. You are in charge of your choices, but first you have to be aware that you are making them.

Earning Income

Learning Objectives:

Skills and abilities are related to earning income. We do the best work when we are passionate about what we do.

Goal Setting

Learning Objectives:

Setting SMART goals is important because they keep you on track to making dreams tangible and achievable.

Savings & Bank Accounts

Learning Objectives:

Small changes make big differences. Saving is a mindset which we have to train ourselves to develop and use when making daily financial choices.

Grades 10 & 11

Budgeting & Saving

Learning Objectives:

Budgeting is important in order for us to know where our money is going and to help us keep our spending and saving habits in balance.

Credit Cards & Bad Debt vs. Good Debt

Learning Objectives:

There is a difference between good debt and bad debt. It's important to understand the difference so that we do not put ourselves in a situation where we can't repay our debts.



Earning Income

Learning Objectives:

Skills and abilities are related to earning income. We do the best work when we are passionate about what we do.

Goal Setting

Learning Objectives:

Setting SMART goals is important because they keep you on track to making dreams tangible and achievable.

Post-Secondary

These 60-minute sessions focus on teaching post-secondary students about how credit works and what debt can do to future financial plans. It also shows them practical ways to take control of their finances, and answers top tax questions.

Own Your Financial Future: Managing Debt and Making Credit Work for You

Audience:

Post-Secondary students (preferably in their second year).

Outline:

- How credit works
- How debt accumulates
- Opportunity cost
- Good debt vs bad debt
- What you need to know about credit ratings
- How to take control of your finances before they take control of you
- Resources
- Q & A

Learning Objectives:

- Learn what credit is and how it works
- Understand how debt can pile up and how this can have negative consequences on future financial plans
- Understand the difference between good debt and bad debt and the value of having a good credit rating
- Learn practical ways to take control of finances

Slay Your Taxes

Audience:

Post-Secondary students

Outline:

- why we pay taxes, and where they go
- do you have to file
- benefits of filing taxes
- RRSP vs. TFSA
- non-taxable income
- deductions, credits and special rules for students
- answers to the top five questions students ask
- how to file an income tax return
- resources
- Q & A

Learning Objectives:

- understand taxes and filing income tax returns
- learn about contribution limits and non-taxable income
- find out about deductions and credits for students

Small and Medium Business

These eight 60-minute sessions are designed to educate the small and medium-sized business owner and/or manager on a series of key business financial literacy topics, from the basics of financial statements through the tools of effective financial management.

1. Understanding Financial Statements

This is a basic session explaining the terms and concepts of financial statements.

Outline:

- How's the business doing?
- Did we make money this year?
- What does my P&L tell me?
- Why do I need a balance sheet?
- Where is my cash coming from?
- Where is my cash going to?
- Why isn't my cash equal to my profit?

Learning Objectives:

- To be able to review and understand their financial statements
- To be able to ask informed questions of their financial professionals



2. Advanced Financial Statements

This is an advanced session explaining the more advanced and complex concepts of financial statements, including: accruals, amortization, accelerated depreciation, accrued payables, work in process, non-operating income, goodwill, earnings per share and cash and accrual accounting.

Outline:

- How are cash and accrual accounting different?
- Why is my balance sheet so complicated?
- What is depreciation?
- Why are prepaid expenses assets?
- How do I account for intangible assets?
- What are retained earnings?
- How are earnings per share determined?
- What is non-operating income?

Learning Objectives:

- To be able to review and interpret more complex financial statements
- To understand the terminology so they can ask informed questions of their financial professionals

3. Financial Ratios and Why They Matter to Your Business

This is a basic session explaining the calculation and interpretation of financial ratios.

Outline:

- How profitable is my business?
- How do my profits compare to the industry?
- What's the trend in my profits?
- How quickly are we growing?
- Can we pay the bills?
- Can we pay the bank?
- Am I getting a return on my investment?

Learning Objectives:

- To be able to calculate the key financial ratios for their business and understand the meaning of the calculations
- To be able to interpret the results to better manage their business

4. The Money Side of Business

This is an advanced session explaining the basic tools and techniques of financial management for a business owner, including budget creation and monitoring, cash management, Product /division/customer analysis, planning/forecasting, and trend analysis.



Outline:

- What's financial management?
- What tools can help operate my business?
- How do I determine if a product is profitable?
- What's my most profitable product?
- Who are my most profitable customers?
- Why do I need a budget?
- How do I create and use a budget?
- What reports do I need?
- How do I tell where my business is heading?

Learning Objectives:

- To be able to use financial management tools to evaluate their business and make informed financial decisions

5. Growth and Expansion: How Best to Grow Your Business

This is a session explaining the financial implications of growth of a business, tools and techniques to analyze and plan for growth, and the best times and best reasons to grow a business.

Outline:

- What are the best reasons to grow a business?
- When is the best time to grow a business?
- How do we plan for growth and expansion?
- What are the financial implications of growth?
- Will growing my business increase my profits?
- How much cash will we need to expand?
- What happens if we get unexpected growth?

Learning Objectives:

- To be able to determine when business expansion makes sense
- To understand how to project growth and expansion and to know how to react when unexpected growth occurs

6. Getting Money: What Lenders and Investors Want

This session explains to the business owner the financial and non-financial information a bank or investor uses to evaluate a loan/investment request, and explains the steps necessary to prepare a business for presentation to a lender and/or investors.

Outline:

- Why will I need additional financing and capital?
- What are the typical sources for financing?
- What are the advantages and disadvantages?



- How are lenders and investors different?
- Why do I need a business plan and how do I create one?
- What are leverage ratios and how should I use them?
- How do leverage ratios vary between business types?
- How do lenders look at my business?

Learning Objectives:

- To understand how a bank or investor will evaluate their business and the steps necessary for the owner to get their financial statements and business plans in order for presentation to lenders and investors

7. A Healthy Balance Sheet and Why it Matters

This session defines the concept of a healthy balance sheet and explains to the business owner how to create a balance sheet that will appear healthy to an investor, buyer or lender.

Outline:

- What does having a healthy balance sheet mean?
- How do others look at my balance sheet?
- What are the measures of balance sheet health?
- What does an investor look at?
- What does the bank look at?
- How can I “cure” an unhealthy balance sheet?

Learning Objectives:

- To understand the key ratios that are used to measure a healthy balance sheet
- To be able to explain the actions necessary to fix any unhealthy parts of their balance sheet

8. Maximize Your Business

This session explains the key concepts of cash management, working capital and operational efficiency.

Outline:

- Sales are great, why don't we have any cash?
- Do we have enough cash to pay expenses?
- How much cash do we need for expansion?
- Can I free up some cash from the business?
- How can I get customers to pay on time?
- Are we managing cash efficiently?

Learning Objectives:

- To be able to review and change their cash management practices so less cash is required to operate the business and the cash needs of the business can be projected and analyzed.



Not-For-Profits

This session will help non-financial managers of not-for-profits better manage finances and understand the information received when overseeing a not-for-profit's finances.

Understanding Financial Statements for Non-Financial NFP Directors

This is a basic session explaining the terms and concepts of financial statements.

Outline:

- the role and responsibilities of the board, management and the auditor in financial reporting
- the concepts and terminology of financial reporting in the NFP sector
- the ways in which donations to the organization can be accounted
- the various financial statements encountered as an NFP director

Learning Objectives:

- understand the responsibilities of an NFP board member in relation to organizational finances
- understanding the financial statements of NFP organizations

Entrepreneurs

These 60-minute sessions help entrepreneurs with the tools and understanding of how to make their startup businesses a success.

The Top 5 Common Mistakes Startups Make

Audience:

Entrepreneurs within the first 3 years of operation.

Outline:

- Introduction
- The business plan
- What's your structure?
- Staffing: You can't do everything
- Cash flow and financing
- Taxes – even when operating at a loss, are you ready for the big time?

Learning Objectives:

- To be able to identify the value of a developing a business plan
- To be able to identify business structure
- To get a better understanding of monitoring cash flow
- To be able to make informed decisions regarding taxes



Financial Survival for Entrepreneurs

Audience:

Entrepreneurs beyond the first 3 years of operation

Outline:

- Managing growth and expansion
- Key numbers to understand and monitor
- Doing the math: the ratios that make or break you
- Case study: Scarves from the North
- Financing: the big league
- Tax

Learning Objectives:

- To be able to understand the management of growth and expansion
- To be able to identify the key numbers to understand and monitor
- To learn tactics of seeking out financing
- To learn effective tax strategies

Remote Communities

These 60-minute sessions help those living in remote areas learn how to manage their money and save for the future.

Managing your money: Planning for today

Audience:

Those living in remote communities.

Outline:

- understanding your paycheque and payroll deductions
- bank accounts – different types of bank accounts and how to open them
 - personal account
 - family account
- joint account
- knowing your money situation
- debt – credit cards
- types of saving vehicles
- tax
 - why to file
 - how to file
 - tax tips
- resources



- Q & A

Learning Objectives:

- gain a better understanding of pay compensation and payroll deductions
- learn about the various banking options that suit different lifestyles
- find out how to handle credit card and other debt
- determine personal financial standing and understand personal cash flow
- learn how to file taxes and get helpful tax saving tips

Managing your money: Planning for the future

Audience:

Those living in remote communities.

Outline:

- needs vs. wants
- how to set SMART goals
- how to create a budget and track spending
- the different types of major capital expenses
- saving strategies
- types of bank accounts
- setting up a financial safety net
- resources
- Q & A

Learning Objectives:

- learn to distinguish between needs and wants
- find out how to make smart decisions with money
- learn how to set SMART goals and financial priorities
- discover how to make a budget and manage spending
- acquire various saving strategies and find out how to be financially secure



October 10th, 2018

Danielle Pieroni
Manager, Special Projects & Business Development
CPA New Brunswick
860 Main Street, Suite 602
Moncton, NB, E1C1G2

Dear Danielle,

At a meeting of the Common Council, held on October 9th, 2018, the following resolution was adopted:

“RESOLVED that the City of Saint John supports and endorses the enhanced Financial Literacy Program being launched by CPA New Brunswick.”

The City of Saint John wishes CPA New Brunswick great success with the launch of this very important new program.

Yours truly,

Jonathan Taylor
Common Clerk

506-648-3703
jonathan.taylor@saintjohn.ca





October 30, 2018

Town of Rothesay
70 Hampton Rd
Rothesay, NB E5E 5L5

Your Worship, Mayor Grant and Members of Council;

On behalf of the Positive Recreation Opportunities for Kids (P.R.O. Kids) Advisory Committee, I wish to thank you for your ongoing involvement with the P.R.O. Kids program.

Given that you are preparing your budget for 2019, we would like to request for your continued support in the amount \$7,500 as a contribution to the administrative costs of P.R.O. Kids.

Your annual contributions toward the administration costs of the P.R.O. Kids program have removed financial barriers to recreation for children that otherwise would not have adequate funds to participate. With your support, we have placed these children in positive, life changing recreation activities. We are happy to be able to offer our service to your residents.

Year to date, we have successfully placed 29 youth residing in Rothesay in the Recreation Program of their choosing. The total contribution from P.R.O. Kids has been just over \$11,000. We anticipate serving close to 50 youth and totaling over \$18,000 contributed to the costs of registrations, equipment and transportation by year end. A significant return on investment!

Once again, thank you for your continued support! We look forward to creating an even larger impact on the Community of Rothesay in 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brad Adams', is written over a light blue circular stamp.

Brad Adams
Manager, P.R.O. Kids and Community Development



From: [REDACTED]
To: [REDACTED]
Subject: FW: Iona/Eriskay Drive Asphalt
Date: November-06-18 10:47:01 AM

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

From:
Date: Tue, Oct 30, 2018 at 8:12 AM -0300
Subject: Iona/Eriskay Drive Asphalt
To: "Mary Jane Banks" [REDACTED] "Nancy Grant"
[REDACTED]

Mayor & Council -

Can you please advise what plan is in place to remediate the raveled asphalt on the newly paved section of Iona & Eriskay Drive? I inquired about this with Mr. Jarvie & Mr. McLean on July 9, 2018 but to date have not received a reply.

I assume a sufficient deficiency holdback has been retained on this project to ensure the situation is corrected in a timely manner at no cost to the Town?

Overall, the project has been a very positive improvement to our neighbor with many folks now enjoying the safety of a sidewalk. Our thanks to Council.

Regards,

[REDACTED]
71 Eriskay Drive

From: [REDACTED]
To: [REDACTED]
Subject: FW: Transportation for Handicapped
Date: November-05-18 8:55:14 AM

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

From: [REDACTED]
Date: Wed, Oct 31, 2018 at 6:25 PM -0700
Subject: Transportation for Handicapped
To: [REDACTED]

Cc: "Miriam Wells"
[REDACTED]

8I have a friend who is confined to a wheelchair and requires wheelchair accessible transportation.

He has been in Embassy Hall at Shannex since January, 2016.

As far as i know A-B Taxi from the city of Saint John is the only transportation available for wheelchair bound people.

I understand they are subsidized by Rothesay and Quispamsis.

When they are not available I am told they are booked solid or it is because one of their vehicle is in for repair or they are short of drivers.

My friend has a monthly appointment with an Ophthalmologist in Rothesay and A-B have usually been available if booked far enough in advance. On one occasion we were fortunate to get the handicapped transportation from Shannex to take him to an appointment. I was informed that it is shared between the city Shannex and the one here but not meant for the nursing home residents and their individual desires.

It would be great if there was transportation available in this area.

My friend would like to get out socially now and then and I think it would be an incentive for him to do so.

I am hoping by bringing this to your attention you may have solutions.

Sincerely,
[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: FW: Creche/Nativity on the Common
Date: November-05-18 9:44:37 AM
Attachments: [image001.png](#)
Importance: High

From: Brian White
Sent: November 1, 2018 1:28 PM
To: [REDACTED]
Cc: Charles Jensen <CharlesJensen@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>
Subject: Creche/Nativity on the Common
Importance: High

Don,

I was copied on the letter that was sent by you to the Mayor's Office requesting permission for the nativity scene on the Common.

We are required to bring the request before the Rothesay Heritage Preservation Board which would meet on Wednesday evening November 21st, 2018 at 7pm here at Town Hall.

To process the request I would photos of the trailer can you forward some to me? Also are you agreeable to any design changes to the trailer, nativity scene, and signage?

Brian



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

Rothesay
70 Hampton Road
Rothesay, New Brunswick
Phone 506 848-6609
Fax 506 848-6677
brianwhite@rothesay.ca



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

FR. M.A. HARRIS COUNCIL 6766
107 DONCASTER DRIVE
QUISPAMIS, N.B. E2E 1R3

October 31, 2018

Mayor & Council
Rothesay, NB

Mayor Grant,

Please consider our request for permission to place our trailer mounted Nativity scene on the north east corner of the common. The trailer mounted Nativity scene will be placed on the common prior to Dec 1st with a planned light-up ceremony on Sunday Dec. 2nd and removal on January 7th. 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Bangay".

Donald Bangay
Financial Secretary
Knights of Columbus
Fr. M.A. Harris Council # 6766
[REDACTED]
506-847-2357



Vocational Training Centre 248 Bradley Lake Road Rothesay, NB E2S 1B7

November 7th, 2018

To: Mayor Nancy Grant & the Town Council of Rothesay

From: Jim Maxwell, President – KV Association for Community Living, Inc.

Subject: Grant Submission for the Vocational Training Centre for Adults

Dear Ladies & Gentlemen

Thank You for your decision to help the VTC with a \$500 per month support to our increased rent of \$1,000 per month at our new home in the Bradley Lake Community Centre. This assistance will help us during our first year here and we truly appreciate it.

While this certainly helps, we will be faced with two additional expense costs that face us. As we are diligently working on a rebuild at the facility, the cost of heating and electricity will be much higher, and the cost of snow plowing will be an added cost for our 5 days a week operation. I had mentioned these items in our September 7th Grant Application.

- Energy costs from NB Power will be our responsibility and coverage for this 3,000 sq ft space will be an added fixed cost. Currently there is no heat at all in one of the two bays we are converting and the other needs to be upgraded. Projected monthly costs will be \$500 to \$1,000 per month (summer to winter).
- Formerly not regularly used during the week, the parking lot was only cleared of snow on an as needed basis. With the Centre hours being 8:00 to 3:30 five days a week, we will need regular plowing to keep it cleared for our clients. Many of our clients commute to the Centre by buses, taxis or family transportation and safety is a key issue. We also need parking for the staff, accompanying social workers, vendor pickup & deliveries.

If you would be so kind as to consider some assistance for our first year with these two additional costs, it would be a huge relief from the overall monthly overhead we are now responsible for in our new facility location.

We are very proud to be open and caring for our clients after four + months of closure. We reopened in mid-September with a temporary set up and continue to work on the rebuild/remodel to provide a first-class facility. The VTC has been in business for 45 years and **survived**. Our goal is to re-tool our revenue streams, provide comfort and a second home filled with meaningful activities and advance our employment skills training for our clients so the VTC will **thrive** for 45 more years to come!

2018November13OpenSessionFINAL_091

Our Greater Saint John Community has been very supportive of the VTC and helped in many ways. The Kennebecasis Lions will continue to be involved and supportive (once they are able to move back into the Lions Den) and we now add new partners at the Bradley Lake Community Centre. The Father Joseph A. Hanebry Knights of Columbus Council 11201 office is located at the Centre. Along with the former Volunteer Firefighters who kept the place open and operating, the Bradley Lake Community Centre now adds greater presence, utility and value to our local community. We will all work together to make the Centre more vibrant and open to a greater number of events.

Similar to what the KV Oasis for Youth has done for Quispamsis and the KV, we believe the move will enable the VTC to become more relevant and successful towards serving Intellectually & Disability Challenged Adults – quality, best service and opportunities for additional client growth.

We look forward to becoming a growing asset to our Rothesay community with its pride as one of the most attractive living environments in Atlantic Canada that seeks to provide exemplary levels of service to its citizens with something to offer for children and adults of all ages!

Thanks for what you have chosen to do to help us and for your kind consideration for what you may be able to do so that our first year in our new facility will be financially and operationally stable.

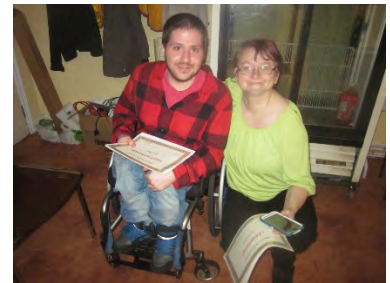
Best Regards

Jim Maxwell, President



Cathy Gilliland, Centre Director

506-847-4759 voctrain@aibn.com





Vocational Training Centre 248 Bradley Lake Road Rothesay, NB E2S 1B7

November 7th, 2018

To: John Jarvie, Mayor Nancy Grant & the Town Council of Rothesay

From: Jim Maxwell, President – KV Association for Community Living, Inc.

Subject: Vocational Training Centre for Adults - Update on Bradley Lake Community Centre Relocation

Dear Ladies & Gentlemen

Per our conversations & correspondence, we wanted to confirm that we have moved into the Bradley Lake Community Centre. We have a sublease with the Bradley lake Community Centre Limited organization in the amount of \$1,000 monthly.

We moved into two former fire engine bays with a temporary set up the week of September 10th and officially re-opened on Monday, September 17th. Our clients were beyond elated – We brought our Clients Home!

We have begun a rebuild/remodel in October while our clients and their activities have temporarily moved into the reception hall within the Bradley Lake Community Centre. We have begun our work using funds we had and with the help of some of our community members. We continue to reach out to others and hope that their support will enable completion of the project. There is no other community like ours that helps those in need.

We appreciate what the Town of Rothesay has done to help us in the transition.

Thank You for your support!

Best Regards

A handwritten signature in blue ink that reads "Jim Maxwell".

Jim Maxwell
President, KV Association for Community Living Inc.





September 7, 2018

To: Mayor Grant & Town Council of Rothesay

From: Jim Maxwell, President of the KV Association for Community Living Inc.

Subject: Follow Up to August 13th Town Council Meeting

Dear Mayor Grant and Members of the Town Council of Rothesay

We were informed on July 16th, 2018 by Town Manager, John Jarvie, and Ryan Kinkaid that the Vocational Training Centre for Adults in Rothesay would no longer be able to operate at our present facility in the basement of the Bill McGuire Centre. On August 13th, we were able to present our situation to the Town Council and made a request for a Rothesay Municipal Grant in the amount of \$25,000 to assist us in the transition to a new facility. I understand that this matter has been referred to the Finance Committee.

After an exhaustive search for a new home, we have found the best alternative allowing us to continue our centre in the Town of Rothesay, the Bradley Lake Community Centre. This former KV Volunteer Firefighters Station is a 7,800 sq ft building, owned by the Province of New Brunswick. It was formerly operated by the Town of Rothesay, after the amalgamation, and later closed when the new Station #1 was built in early 2000s. The Centre is currently underutilized. It has been operated by local residents under the Bradley Lake Community Centre Limited, houses the Knights of Columbus Council #11201, and includes a nicely finished reception hall & full kitchen. The two front bays, formerly housing the fire trucks, are essentially open space that needs to be remodeled and retrofitted to house the new VTC. If you are familiar with the KV Oasis Centre for Youth in Quispamsis, this new centre can provide the footprint for us to build a similar operation for Intellectually Challenged and Physically Disabled Adults, while remaining in the Town of Rothesay.

The accompanying information is provided to share the market value of lease and purchase properties of a similar nature. This is, by far, the most economically viable spot for our long-term needs. However, it will require a major capital campaign, "Bring Us Home" for the build out. Monthly rent will be \$1,000 and additional monthly expenses will amount to another \$1,000+ for heat, electricity, maintenance and snow plowing in the winter for this large lot. In comparison to our monthly expenses at the Bill McGuire Centre, the new centre costs will more than double.

We have completed an Application for Rothesay Municipal Grant in the amount of \$25,000. The purpose of the grant would be to get the VTC back up on its feet after four months of closure due to the effects of the late April flood. Essentially, it would amount to just over \$2,000 per month for the first year. Additional costs will make us cash negative based on our current operation. Certainly, this is far less than the formerly anticipated build out costs in the basement if we were to have had the opportunity to stay at the Bill McGuire Centre.

The “Bring Us Home” capital campaign will fund the rebuild that will cost \$75K to \$100K. We are not asking the Town to contribute to this. However, the new VTC will be a continued “shining light” in our community. We will create enhanced revenue streams; continue with leading edge client employment training; be able to accommodate additional clients (including more Rothesay residents) and partner with the local community to build a greater array of events at the centre.

Our clients, client families, staff and affiliated “friends of the VTC” are all unanimous in thought that we continue operation in Rothesay. Everyone’s lives have been altered and all simply want one thing, to “Bring Us Home”!

Our appeal today is to help us on our way, help us to continue to provide quality of life for ALL which makes the community of Rothesay so unique in New Brunswick! Our community really cares, our Town of Rothesay really cares and so many of you on this council have been actively involved in your community over many years, because YOU really care!

We appreciate your consideration of our grant application. It is vitally important to our ability to reopen. Together, we can continue to care for our most vulnerable citizens and ensure their quality of life continues.

Respectfully Submitted

Jim Maxwell
President, KV Association for Community Living Inc.

[REDACTED]
[REDACTED]



Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6604 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com

October 12, 2018

The Honourable Andrew Harvey
Minister of Environment and Local Government
Local Government Support Services
Marysville Place
P. O. Box 6000
Fredericton, NB
E3B 5H1

Dear Minister Harvey:

Further to our letter of November 29, 2017 to the Acting Assistant Deputy Minister regarding a proposed change to the terms of our existing Fire Protection Services Agreement, we have received confirmation that you not wish to renegotiate the terms and therefore the agreement will terminate on December 31, 2018 in accordance with Article 5 of the agreement.

The Kennebecasis Valley Fire Department is still willing to provide fire protection services on behalf of the Province but our position on the terms of a new agreement remain unchanged. The most recent review of the Kennebecasis Valley Fire Department (KVFD) statistical data confirms our position that a disproportionate number of dollar loss fire incidents occur in the LSD parishes as compared to the Municipalities that fund our service. Based on the period from 2012-2017, in the towns of Rothesay and Quispamsis, dollar loss fire incidents as a percentage of total call volume equals 3.44%. In the LSD parishes, dollar loss fire incidents as a percentage of total call volume equals 7.97%.

Fire incident responses represent the most resource intense activity our fire department is engaged in. A fire incident in the LSD area results in all of our on-duty personnel and equipment being committed outside of our principal response area for extended periods of time. It also necessitates recalling off-duty unionized employees and compensating them at an overtime rate to ensure that adequate protection within the towns of Rothesay and Quispamsis is maintained.

To restate our original proposal; the Joint Board of Fire Commissioners is offering to continue to provide fire protection from our fully staffed, professional fire service plus add additional services in the form of a proactive fire prevention program in exchange for a new funding formula that more accurately reflects the actual value of the service being provided. Our proposal includes changing from an assessment based formula to a blended population/dwelling count formula as illustrated in the accompanying table:

Community	% serviced	Population	Adjusted Population	% of Total Dwellings	Adjusted Dwellings	% of Total
Rothesay	100	11659	11659	37.5	4816	40.4
Quispamsis	100	18245	18245	58.6	6596	55.3
Parish of Rothesay	100	325	325	1	136	1.1
Hampton	25	2809	702	2.3	1157	2.4
Simonds	5	3843	192	0.6	1617	0.7
Total LSD portion				3.9		4.2

Using this formula, the LSD parishes protected by the KVFD represent 3.9% of the total population served and 4.2% of the total dwellings being protected according to 2016 census information. Based on these calculations, we are offering to provide fire protection, fire suppression, fire prevention and public education services at a rate of 4% of the total shareable costs annually. The KVFD feels that this request represents a fair and equitable level of compensation for the services currently provided plus the increased level of service being proposed.

It is our understanding that you are presently in the process of arranging for the volunteer fire services in Nauwigewauk and Simonds to assume the responsibility for fire protection in the subject area. The KVFD has an existing mutual aid agreement with both of these departments. Given the systemic recruitment and retention issues that the volunteer fire service faces, it has become routine practice for our neighbouring volunteer fire departments to immediately request mutual aid from the KVFD as soon as they are dispatched to a fire emergency to ensure that adequate manpower and resources are responding. For your information, the KVFD Board of Fire Commissions has adopted policy to ensure that the KVFD will not respond to a mutual request upon the initial dispatch and will only respond to a request for water supply (no additional manpower) from an incident commander who is already at the incident scene. Otherwise, based on our proximity to the subject area and our 24-hour staffing model, we would effectively be providing our current level of service at no cost.

Sincerely,

Kirk Miller, Chair

Kennebecasis Valley Fire Department Inc.

cc: The Honourable Blaine Higgs, Fundy Royal - MLA
The Honourable Gary Crossman, Hampton - MLA
The Honourable Hugh Flemming, Saint John Rothesay -MLA
The Honourable Glen Savoie, Saint John East - MLA
Mr. Ryan Donaghy, Acting Deputy Minister, Environment and Local Government
Chief Blair Wanamaker, Nauwigewauk Fire Department
Chief Brian Hunter, Simonds Fire Department
Town of Quispamsis, Town of Rothesay



Kennebecasis Valley Fire Department Inc.

Response to Local Service District Policy
Topic: Mutual Aid
Policy #1620-100

PURPOSE

The purpose of this policy is to establish the scope of fire protection services the Kennebecasis Valley Fire Department Inc. will provide to the LSD area when in receipt of a mutual aid request from the contracted fire protection service provider.

DEFINITIONS

LSD area: the geographic area which includes the Local Service Districts of the Parish of Rothesay and portions of the Parish of Simonds and Parish of Hampton formerly protected by the KVFD under a Fire Protection Agreement with the Province of New Brunswick that expires December 31, 2018.

Mutual Aid: the rendering of assistance in the event of fires or other emergencies to neighbouring fire departments when the initial responding agency lacks the adequate resources or capabilities to mitigate the incident.

Water Supply: one of the types of responses that may be requested under the existing "Zone Two Mutual Aid Agreement". For the purpose of this policy, "water supply" means the mutual aid response of a single Tanker truck with one paid firefighter.

BACKGROUND

The Kennebecasis Valley Fire Department Inc. (formerly Rothesay Regional Fire Department) has provided fire protection and fire suppression services to the neighbouring Local Service Districts for over two decades. The arrangement was formalized in 2003 through a Fire Protection Services Agreement with the Province. The Province has paid the KVFD an annual fee that is based on a formula which uses the ratio of the assessed property values in the LSD area to the aggregate assessment in the entire area served. The agreement also included a commitment to pay a proportionate share of the capital costs incurred by the Department for apparatus or facilities.

A review of the Kennebecasis Valley Fire Department statistical data revealed that a disproportionate number of dollar loss fire incidents occur in the LSD area when compared to the two Towns. As a result, the KVFD proposed a new fee structure which includes changing from an assessment based formula to a blended population/dwelling count formula. The Province rejected this change resulting in the termination of the Agreement on December 31, 2018. Subsequently, the Province has contracted with the volunteer fire departments in Simonds and Nawigewauk to provide fire suppression in the LSD area.

POLICY

The Fire Board shall ensure that the KVFD has sufficient personnel, equipment and other resources available to provide an adequate level of fire protection for the residents of Rothesay and Quispamsis. In order to maintain an adequate level of response to structure fire incidents in the principle coverage area and to ensure the safety of KVFD personnel, the following policy shall apply to any request for mutual aid within the LSD area:

1. The KVFD will not respond as a mutual aid provider on the initial incident dispatch. KVFD resources will only be deployed upon a request for mutual aid from an incident commander who is already at the scene of the incident.
2. The KVFD mutual aid response will be limited to water supply and does not include additional manpower, specific equipment or command staff.
3. The Fire Chief or his designate has the discretion to deploy additional resources if in his opinion there is a significant life safety hazard that could be mitigated through the intervention of the KVFD.

Approved By: _____



Chair – KVFD
Joint Board of Fire
Commissioners

Adopted by the Board: October 10, 2018



2018November13OpenSessionFINAL_099
KENNEBECASIS REGIONAL POLICE FORCE

ADDRESS ALL CORRESPONDENCE TO:

CHIEF OF POLICE
126 MILLENNIUM DRIVE
QUISPAMIS, N.B.
E2E 6E6



WAYNE GALLANT, M.O.M.
CHIEF OF POLICE

B. JEFFERY GIGGEY
DEPUTY CHIEF OF POLICE

COPY

TELEPHONE: (506) 847-6300
FAX: (506) 847-6301
ADMIN: (506)847-6313
E-MAIL: krpfadmin@nbpolice.ca
www.kennebecasisregionalpolice.com

Your File:

Our File:

October 15, 2018

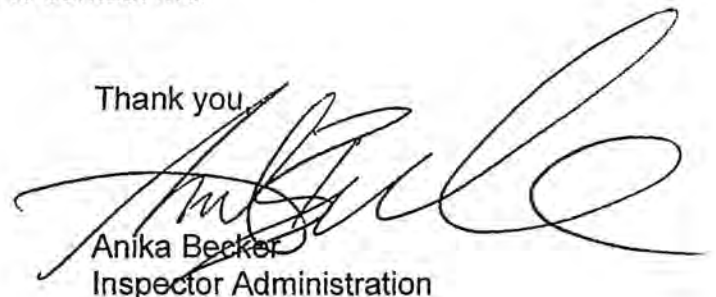
To Whom It May Concern:

Effective October 29, 2018 our Criminal Record Check policy will be changing and Criminal Record Checks will no longer be processed while you wait. You will find attached the new schedule for requesting and processing Criminal Record Checks and Vulnerable Sector Checks.

We are committed to helping your organization and the large group of volunteers you have requiring Criminal Record Checks. As you have done in the past, please contact Danielle Bordage at danielle.bordage@nbpolice.ca or (506) 847-6293 to coordinate group processing of Criminal Record Checks.

If you have any questions or concerns please feel free to contact me.

Thank you,



Anika Becker
Inspector Administration

KRPF CRIMINAL RECORD CHECK & PARDON REQUESTS

All applications accepted Monday – Friday in person between 8:30 AM – 4:00 PM daily.

Clearance letter pick up: FRIDAYS ONLY Between 08:30 AM – 4:00 PM

No service on statutory holidays

****NO same day service****

Information dropped off on Thursdays or Fridays will be ready for pick-up the following Friday.

Criminal Record Check Requirements and/or Vulnerable Sector Check Requirements:

- Must be a resident of Quispamsis or Rothesay, NB.
- Provide two forms of government issued ID-at least 1 photo ID
- Provide letter from agency requesting check
- Complete required application forms
- \$20 Fee for Non Volunteer applications payable by cash or debit
- No Fee for Volunteer applications with required volunteer letter

****If fingerprints are required for a Criminal Record Check or Vulnerable Sector Check you will receive a call to schedule fingerprinting. An additional \$40 must be paid at time of fingerprinting for non-volunteer****

Fingerprints for employment, pardon, immigration, adoption, foster parents etc: BY APPOINTMENT ONLY.

Call 847-6282 between 08:30 AM-4:00 PM to schedule. \$40.00 Fee.

What is a Vulnerable Sector Check?

A Vulnerable Sector Check must be carried out when any individual is applying to work in a paid or volunteer position where they will be in contact with children under the age of 18 or with vulnerable persons, defined as individuals who because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Some examples of such positions include: teachers, social workers, day-care workers, and children's sports coaches.

The purpose of the vulnerable sector check is to determine the possible existence of a criminal record and/or a sexual offence conviction for which an individual has received a pardon. In some cases, fingerprints may be required for submission to the RCMP National Repository of Criminal Records to complete the check.

For more information or enquiries about the enhanced Vulnerable Sector Check, please refer to <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

Please call 9-1-1 for emergencies, and 847-6300 for non-emergency immediate assistance.

October 19,2018

Mayor and Council
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5



Dear Mayor Grant and Town Councillors,

RE: Rothesay Arena

I am writing you today to express my deep concern over what I learned at a recent meeting for the town I was attending. I want to express my concern over what I feel could be a failed decision on what is to happen to the "Arena" project, and I for one want to step in and try and stop what I know is a total waste of tax payer's money and a major mistake if the following proceeds as I understand it.

It is understood that a motion has been submitted to renovate the existing arena. Something is off the tracks here and I would like to explain my feelings and many other feelings on this approach.

If I understand correctly, the estimate to renovate, as stated by an engineering firm, would be, around 6.5 million dollars. I have been around the construction industry for 40-50 years and this is an estimate that will grow probably 10-15% easily, thus growing to maybe to 7.5 Million dollars. At the end of this, guess what, we still have an old 45-year building and hope to expect it to last maybe another 20 to 25 years. This will not happen. You know it and I know it. In addition to this, should we renovate, it could and probably cause hardship on the existing users of the building in down time for 12-18 months for this amount of renovations. Another hardship-yes. In the minutes-it was referred to an area in PEI. Not even the same construction and should not be compared. Also do we have the volunteers as they must do this work?

i want council to take a look at some other renovations that have been exposed to New Brunswick, and there are lots of them, for example YMCA- could have renovated but build new building, NB Museum, could have renovated but looks likes it chosen for a new building, many school projects-do not renovate, tear down and build new IE Moncton High School. Can they all be wrong? The codes today are much harder than in the past. The renovated building will have to meet all these new codes, where-as a new building come with them already in place.

We must proceed with modest arena that I understand would cost around 10 Million dollars. This will give my coming council and grandchildren a reason to stay and enjoy the future regarding this facility. It will be much more efficient, comfortable, and cheaper to run. It also will fit into what we stand for-a well-run Town

Please rethink this motion as we cannot make mistake as large as this one for all of us to ware in days/years to come.



39 School Ave.
Rothesay, NB

From: [REDACTED]
To: [REDACTED]
Subject: FW: Rothesay Arena
Date: November-09-18 12:11:15 PM

From: [REDACTED]
Sent: Thursday, October 18, 2018 1:26 PM
To: Nancy Grant; Matthew Alexander; Miriam Wells; Bill McGuire; Peter Lewis;
grantbrennan@rothesay.ca; Tiffany Mackay French; Don Shea
Cc: wayne.long@parl.gc.ca; hugh.flemming@gnb.ca; Jamie Gallagher
Subject: Rothesay Arena

Dear Mayor Grant and Councillors,

As lifelong residents of Rothesay and the parents of 4 active children, we were extremely disappointed to learn of the recent decision by Council to take the proposal for a new arena off the table and furthermore to propose a \$6 million renovation to a 46 year old building. It simply doesn't make sense to us.

A complete overhaul (which is what are assuming is proposed) to the existing arena will undoubtedly mean the rink will be out of commission for at least part of the hockey/figure skating season. Can the Town afford to lose this revenue? A new rink would allow for hockey and figure skating to carry on as usual until a new facility is complete - no lost revenue or interruption to the all-important arena schedule.

As we all know a new energy efficient arena would have significantly lower operating costs than a renovated arena.

A new facility with a walking track and other amenities would appeal to our aging population. A renovated arena would not provide the amenities that have been identified to keep our older population active and to promote a healthy community. We all know the importance of active living.

It is a known fact that Rothesay has the density and demographic to maintain and warrant a new arena.

As a family of hockey players, we encourage Council to reconsider this major decision.

[REDACTED]
117 Park Drive
Rothesay NB

From: [REDACTED]
To: [REDACTED]
Subject: FW: Rothesay Arena
Date: November-05-18 8:55:01 AM

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

From: [REDACTED]
Date: Fri, Nov 2, 2018 at 7:03 PM -0300
Subject: Rothesay Arena
To: "Nancy Grant" [REDACTED] "Matthew Alexander"
[REDACTED] "Miriam Wells" [REDACTED] "Tiffany
Mackay French" <[REDACTED]> "Peter Lewis"
[REDACTED] "Don Shea" [REDACTED] "Grant Brennan"
[REDACTED]

Dear Council,

Having relocated to Rothesay a year ago with a young family we were excited to explore our new town and all it had to offer. Our two young children have started using the Rothesay Arena for skating as well as attending a few social events. This facility is definitely showing its age - I'm sure the arena has served the community well in the past but it's definitely not up to the standards of modern facilities I have seen all over the world. I've recently heard that Rothesay Council has decided not to proceed with building a new arena. This is extremely disappointing as it lacks foresight in maintaining and encouraging an active lifestyle. I have met a few other families new to the area and we all agree that the arena should be the heart of the community. Most new arenas are not just for hockey and skating but are used for multi-purpose activities such a combined arena/indoor pool, squash courts, conference centre, community rooms to list a few. Cosmetic fixes to this arena will not suit the needs of a growing community and will not attract young families who live and spend money year round in our town. I recently read an article that Saint John was one of the Canadian towns that is set to boom in the next few years; with Rothesay being the "bedroom community" to Saint John I think Rothesay Council should strongly reconsider this decision and by doing so it shows that council is willing to invest in the future of Rothesay for all tax payers. In future, it would be beneficial for Council to hold public consultation meetings about major decisions so that that the majority of tax payers have a say in the way our dollars are being spent and that the decisions are simply not made around a boardroom table with a small demographic of people.

Thank you for your time.

Kind regards,
[REDACTED]

Councillor Tiffany Mackay French – Notes for October 9, 2018 – Open Council Session

The Rothesay Council want an arena in Rothesay. Without a renovation of our current arena, or a newly built arena, we will not have one.

Rothesay Council made building a new arena a priority 15 years ago. Since that time, money has been spent on plans, buying an apartment building and land, tearing down that apartment building, changing and modifying the plans several times in both purpose and scope. During this time 2-3 million dollars has been spent on these various plans, the land, etc. for this project, and minimal money has been spent to upkeep the current arena.

Councils have changed and each council has tried to secure funding from both the provincial and federal government to share the cost of our town's arena project. Our current council met earlier this year in a facilitated session to deal with the issue of our arena. We had a very successful session and created a pathway forward that resulted in a unanimous decision of 3 goals. These goals were written very clearly on a big piece of paper and we all agreed to move forward with what we had decided.

The goals were:

1. As a Council, our first choice was to build a new arena and we would continue to lobby both the provincial and federal government for funding.
2. Staff would prepare a report for us in 90 days.
3. If by the provincial election, on September 24th. 2018, we had not received funding, we would then change the plan to renovate the arena.

We find ourselves here now discussing this issue. Staff did not prepare a report within 90 days and we did not receive funding or even a promise or hope of funding by September 24th.

I spend a lot of time in the Rothesay arena with 3 boys playing hockey and a son that also refs. The Rothesay arena is in dire straits and needs attention quickly. The dressing rooms being a priority. We had an engineering report done that told us that a renovation was possible.

I am sorry that the provincial and federal government has not decided to offer funding for an arena project after 15 years of asking. A renovation was no one's first choice, but we all agreed to put an end date for this issue that faces us. Without action, Rothesay risks having no arena at all.

We came together as a council unanimously early this year and created a pathway forward to deal with our arena. Although this was no one's first choice, I am excited that we will finally have some movement for our neglected arena.



2018 November 13 Open Session FINAL_106

ROTHESAY

150 Years Proud 1860-2010



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Rothesay, NB
Canada E2E 5L5

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F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

November 9, 2018

Kennebecasis Valley Fire Department
Board of Directors
7 Campbell Drive
Rothesay, NB
E2E 5B6

Attention: Councillor Kirk Miller, Chair

Chairman Miller and Board Members:

RE: Resignation from Board

This will confirm my resignation as a member of the Kennebecasis Valley Fire Department Board effective immediately. As the Board knows, a new Administration Agreement has been executed and revised Board membership determined by the Towns.

It has been interesting for me to function for the past months as a voting member of the Board and I look forward to continuing to work with you as Administrator.

Yours truly,

John Jarvie, MCIP, RPP
Town Manager

Cc Mayor Grant & Rothesay Council
Chief Bill Ireland, KVFD

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

**Regular Monthly Meeting
August 27, 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, August 27, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:05am.

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 (absent)
Don Darling, Mayor, Saint John (absent)
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
Ashely Perry, Junior Financial Officer, FRSC

3. Approval of Order of Business

Motion: To approve the August 27, 2018 agenda

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

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

An item in the July 26, 2018 Closed Session led to an unscheduled Open Session to approve the action. Hence, there were two Open Session minutes to approve.

(a) Open Session June 13, 2018

Motion: To approve the minutes of June 13, 2018

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

(b) Open Session July 26, 2018

Motion: To approve the minutes of July 26, 2018

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

6. Building and Planning Report – Brian Shannon

Brian Shannon was asked to the meeting to answer questions from Board members regarding the July 2018 Building and Planning Report.

- 1) It was asked if there was a reason for the significant difference, about half, between the low estimated construction value in July 2018 verses July 2017.
- 2) Would the flood be impacting the number of building permits issued in July 2017?

Though these questions were generally discussed and answered, it was agreed that more detailed answers would be given at the next meeting.

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

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

7. Finance

(a) 2nd Quarter – June 2018

The impact of the incoming flood debris, including payments from NB local government were discussed as per the impact on the positive surplus and cash flow on borrowing timing for Cell #8.

Motion: To receive and file the 2nd Quarter Statements as presented by Executive Director Macleod.

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

(b) Budget 2019

The balanced budget was presented by Executive Director MacLeod and was highlighted by no change in tip fee despite anticipated increased fuel costs and Worksafe NB premiums.

Motion: To approve the 2019 budget for distribution as per the legislation for the 45-day review.

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

8. McKendy Report

The McKendy report response was provided during the previous months for feedback to the Chapman Group for changes. Executive Director MacLeod offered the opportunity for further comments or changes.

Motion: To approve the final draft submitted by Tracy Chapman from the Chapman Group and send it to Province for review.

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

9. Adjournment

The likelihood of the September meeting being cancelled was discussed considering the focus on the budget and being Election Day. The next meeting would likely be the regular October meeting to be confirmed by staff at a later date.

Chairperson Clark called for a motion to adjourn

Motion: To adjourn the meeting at 11:20am

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

APPROVED (date) _____

Gary Clark, Chairperson

Louise Lukeman, Recording Secretary



**Regular Monthly Meeting
July 26, 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Wednesday, July 26, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 12:30pm.

2. Record of Attendance

BOARD MEMBERS

Gary Clark, Chairperson, Mayor, Quispamsis
Glen Baxter, Vice Chairperson, Local Service District Representative
Bette Ann Chatterton, Mayor, St. Martins
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
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

3. Approval of Order of Business

Motion: To approve the July 26, 2018 agenda

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

4. Disclosure of Conflict of Interest

None

5. Land Acquisition

An opportunity was identified to purchase land containing resources that would benefit the future costs of the landfill. Director MacLeod presented to the Board his intent to enter into a purchase option agreement for the purchase of a parcel of land that includes three (3) conditions to proceed:

1. Approval of MCBB to Borrow
2. Approval by the Commission for the loan
3. Approval by the levels of government for extraction of materials

The ability to access these resources requires an EIA as a first step. The Board may decide to exit the option at any time.

Motion: That the Commission authorize up to \$85,000 before taxes to register and complete an EIA for the extraction of clay from a potential property under the protection of an ' Option to Purchase' to be funded from surplus from operating funds in 2018 and 2019 if required.

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

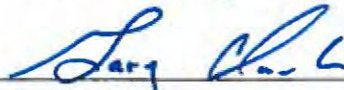
7. Motion to Adjourn

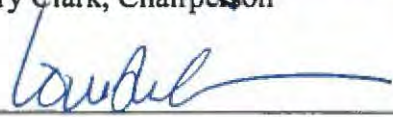
Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 1:30 pm.

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

APPROVED (date) August 27, 2018


Gary Clark, Chairperson


Louise Lukeman, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, September 19th, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Letter from the Town of Rothesay
Re: Reappointment of Councillor Don Shea
 - b. Letter from the Town of Quispamsis
Re: Reappointment of Councillor Pierre Rioux
 - c. Letter from the Town of Quispamsis
Re: Reappointment of Linda Hansen
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - i. 2018-2019 Insurance Policy
 - ii. Proposed 2019 Library Budget
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. October Fundraising Event



A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 19, 2018 at 6:00pm at the Library.

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

Regrets: Mrs. A. Watling, Treasurer

Absences: N/A

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

Approval of Agenda

It was moved Ms. Greer to approve the agenda as presented. Mr. Rioux seconded, and the motion carried.

Disposition of Minutes

It was moved Ms. MacGillivray to approve the minutes of the May regular meeting, Mr. Shea seconded, and the motion carried.

Communications

Ms. Corscadden presented three letters to the library board; the first was from the Town of Rothesay, reappointing Councillor Don Shea to the board. Two other letters were both from the Town of Quispamsis, reappointing Councillor Pierre Rioux and Linda Hansen to the library board as well.

Report of the Librarian

Ms. Corscadden presented a report to the board, outlining the summer activities at the library. For the summer reading club, the library had 403 registrations, and 4382 books were reported as read over the course of the program. The library offered 177 programs over held at the library for the Summer Reading Club, and there were 2584 participants at these programs. Ms. Corscadden briefly discussed the Summer Reading Club closing party, which had roughly 300 participants.

Ms. Corscadden outlined how it is very rare for the library to have 10 000 visitors in a month, and in both July and August the library had over 10 000 visitors. Mr. Rioux asked if Ms. Corscadden would be willing to create a one page summary of library

activities to submit to the town council meetings. Ms. Corscadden agreed that she would do so.

After talking about the Summer Reading Club, Ms. Corscadden also discussed the success of the Community Outreach Coordinators in July and August. They offered two or three programs each day throughout the week, with at least 12 participants at every program.

Ms. Corscadden outlined the immense success of the ELF @ Your Library program this summer, having six tutors funded through the Canada Summer Jobs program. This was an increase over the three tutors the program had in 2017.

Ms. Corscadden finished her report by discussing the upcoming Fall programming at the library, highlighting partnerships with the Canadian Mental Health Association, KV3C, the Saint John Newcomers Resource Centre, and Talk With Me.

Ms. Greer moved to accept the librarian's report as presented. Mr. Shea seconded, and the motion carried.

Financial Statement

As Mrs. Watling sent her regrets for this meeting, Ms. Corscadden presented the financial statement on her behalf. There is a slight surplus in the small equipment and furniture section of the financial statement; however, Ms. Corscadden explained that computers will be purchased in October or November. Ms. Corscadden also talked about anticipated invoices from C&E for repairs to the HVAC system that took place over the summer. Discussion ensued.

Ms. Corscadden then presented the proposed insurance renewal quote for the 2018-2019 period. Higgins Insurance quoted a total premium increase of \$192 (2.5%) for the library's three insurance policies. Ms. Corscadden mentioned that this will be the third year of having insurance coverage with Higgins Insurance. Mr. McKibbon moved to accept the quote from Higgins Insurance for the 2018-2019 period. Ms. Macgillivray seconded, and the motion carried.

Ms. Corscadden presented her proposed budget for the 2019 year. She outlined slight reduction in costs in various area of the budget, relating to building maintenance and miscellaneous expenses. She also explained how the library is seeing an increase in revenue; there has been a larger number of room rentals, and there is an increase in printing. Discussion ensued.

Ms. Corscadden outlined how the one section of the budget that could benefit from more funds is the section allocated for programming expenses. In 2016, 1640 programs were offered at the library, and 1807 programs were offered in 2017. It is projected that the library will offer even more programs in the 2018 year. Discussion ensued. Mr.

Rioux moved to accept a balanced 2019 budget, with available funds being moved to the programming line. Mrs. Hansen seconded, and the motion carried.

Facilities Management

Ms. Corscadden reported the highlights Mr. Shedd's work at the library over the summer. She spoke about ongoing issues with HVAC system that had been occurring. Discussion ensued.

Marketing Advisory Committee

Ms. Greer spoke about social media activity at the library. Discussion ensued.

Mr. Shea moved to accept all committee reports. Mr. Rioux seconded, and the motion passed.

New and Unfinished Business

Mr. Winchester had to leave early, and turned the remainder of the meeting over to vice-chair Chuck McKibbon.

Fundraising Event

Ms. Corscadden proposed with a fast approaching date for the fundraising activities, that the board reduce the amount of planned activities for the week of October 15th. Ms. Corscadden suggested a silent auction and a family fun day program on Saturday the 20th. Discussion ensued. All board members agreed that the fundraising activities proposed by Ms. Corscadden would be acceptable.

A question had come up at a previous board meeting whether or not town councilors could be on board executives. Mr. Shea related to the board that after discussion with his colleagues, it is acceptable for councilors to be on the board executive and committees. Discussion ensued.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:32 pm.

Next Meeting: The next meeting is scheduled for October 17th, 2018 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report September 2018

Staffing and Volunteers

There were six students working for the library this summer; two of these students were provincially funded, and they assisted with the Summer Reading Club. Our four other students were funded through the Canada Summer Jobs Grant. Two of these students were "Community Outreach Coordinators", and their job was to offer library programming at various locations within the community (at daycares, nursing homes, etc). Our other two Canada Summer Jobs students were literacy tutors. The library partnered with Elementary Literacy Friends (ELF) to offer this program – they had four students, so we had six literacy tutors in total based in the library this summer.

Therefore, including the summer students hired by ELF, there were ten students based at the library this summer.

Programs

Summer Reading Club Program Schedule for July and August:

- Mondays:
 - Baby Wonders with KV3C 10:00am – 12:00pm
 - SRC Afternoon at 2:30pm (members of community come to talk about their professions!)
- Tuesdays:
 - Evil Genius Club at 2:30pm & 6:30pm (STEAM)
- Wednesdays:
 - Puppet Shows at 10:30am and 3:30pm
- Thursdays:
 - Gamification at 10:30am (a program that is all about games!)
 - Crafternoon at 2:30pm
- Fridays:
 - Storytime at 10:30am (ages 5 and under)
 - ELF Reading Buddies at 10:30am (ages 6+)
- Saturdays:
 - Builder's Club at 2:30pm

The summer reading club this summer had 403 registrations, and 4382 books were read over the course of the program. The library offered 177 programs in connection with the Summer Reading Club this year, and had 2584 participants at these events. Our Summer Reading Club closing party had roughly 300 participants!

Community Outreach Summer 2018

- This summer FK had two community outreach coordinators working at the library through the Canada Summer Jobs Program. They went out into the community to offer library programs to local daycares and nursing homes. They also did book deposits at various locations in the community as well, including a "free little library" in the Quispamsis Arts & Culture park.

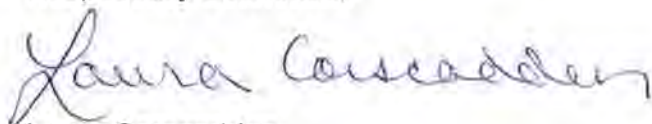
Literacy Tutoring, in partnership with Elementary Literacy Friends (ELF)

- FK has been partnering with ELF to offer literacy tutoring to children in KV elementary schools in grades K-2. This year we had 64 children being tutored from elementary schools in the KV and Hampton areas.
- Tutoring ended on Friday, August 17th.
- The two tutors that were hired by the library through the Canada Summer Jobs program also working hard on "recommended reading" brochures for children/parents who visit the library, when they are not tutoring their students.

Collections and Spaces

For the months of September and October, the Kennebecasis Valley Quilter's Guild will have their work on display in the library.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2018 November 13 Open Session FINAL_120						
Comparative Income Statement (DRAFT)	OPERATING FUND						
Period ending August 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		56,643	56,643	0	84,965	(28,322)	
Library service - Quispamsis		88,640	88,640	0	132,960	(44,320)	
Room Rentals, Printer and copies		3,508	3,000	508	4,500	(992)	
Grants		13,649	7,061	6,588	7,061	6,588	
Donations	1,853	0	0			0	
Donation from Friends of KPL	2,957	0	0				
Interest Income (Savings)		2	0	2	0	2	
Miscellaneous Income		150	0	150	0	150	
Previous Year's Surplus		136	136	0	204	(68)	
TOTAL REVENUE	4,810	162,728	155,480	7,248	229,690	(66,962)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	237					0	
Books, restricted fund	2,285					0	
Small Equipment and Furniture		1,079	5,510	4,431	8,265	7,186	
Total Capital Expenditures	2,522	1,079	5,510	4,431	8,265	7,186	
<u>Wages</u>							
Total Wages & Casual Labour		24,570	22,405	(2,165)	29,799	5,229	
<u>General & Administration Expenses</u>							
Building Maintenance		39,658	47,697	8,040	71,546	31,888	
Grounds Maintenance		12,786	13,547	761	20,000	7,214	
Office		6,558	5,733	(824)	8,600	2,042	
Utilities		31,740	35,970	4,230	53,634	21,894	
Accounting, audit and legal		7,023	8,200	1,177	10,660	3,637	
Professional Development		55	1,333	1,278	2,000	1,945	
Insurance		4,928	4,928	0	7,392	2,464	
Public Relations		296	2,000	1,704	3,000	2,704	
Communications		3,759	6,196	2,437	9,294	5,535	
Miscellaneous Expense		802	1,333	531	2,000	1,198	
Program Exp		2,185	2,333	149	3,500	1,315	
Total General & Admin Expenses		109,789	129,272	19,483	191,626	81,837	
TOTAL EXPENSE	2,522	135,437	157,187	21,749	229,690	94,253	
NET INCOME (Deficit)	\$ 2,288	\$ 27,291	(1,706)	28,997	0	27,291	



Dr. Matt Alexander
Chairperson

2018 November 13 Open Session FINAL_121
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

ADDRESS ALL CORRESPONDENCE TO:

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

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

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, SEPTEMBER 26, 2018
AT 3:00 P.M.

REGULAR MEETING

PRESENT:

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

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 4:15 P.M.

APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the September 26, 2018 meeting.

It was moved by Libby O'Hara and seconded by Emil Olsen that the Agenda for the Regular Meeting of September 26, 2018 be approved.

MOTION CARRIED

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on June 27, 2018.

It was moved by Peter Bourque and seconded by Rick MacPhee that the Minutes of the Regular Meeting of June 27, 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

Cherie Madill reviewed the Financial Report ending August 31, 2018 which has been circulated by email for review prior to the meeting. Cherie noted that there are monies in the bank. Although a deficit appears on the books, both Towns have indicated they will cover any extra legal costs we may have. We will be able to purchase two vehicles this year.

After review,

It was moved by Emil Olsen and seconded by Peter Bourque that the Financial Report for the period ending August 31, 2018 be approved as circulated.

MOTION CARRIED

CHIEF'S REPORT

Much discussion was held on the legalization of marijuana on October 17th. Deputy Chief Giggey noted that the ticketing for possession will not be in place - Crown Prosecutors will be handling these offenses much as a motor vehicle ticket is handled in court. Officers have been dealing with pot dispensers and have been charging people working in the dispensers. We will be trying to define who is the owner of the dispenser or the owner of the building to determine what action will be

taken. Deputy Chief Giggey said that individuals are allowed to have 30 grams of marijuana - if an individual possesses over this legal amount, he/she will be charged. Offenses will be treated like open liquor. As well, there will be designated areas where smoking marijuana will be allowed. More information will be forthcoming on this whole issue. The Chief will be receiving documentation on how we will deal with this.

Libby O'Hara indicated that St. Thomas University will allow students to have edibles. It was noted that some people are over-dosing on edibles. Will there be sniffer dogs at the airports to check on this type of thing - edible substances?

Chief Giggey noted that if someone is charged and they go to trial, the marijuana in question will have to be analyzed. We will have to find a laboratory for this process where it is a provincial offence. Health Canada will not test for these offences. Chief Gallant said that case law will have to sort itself out. If charged when driving a vehicle, it would still be considered impaired driving under the influence of drugs. Meetings will be held here with our officers.

Challenge coins have been handed out.

Chief Gallant noted that we have a new cleaner for the building. This job has become too large for the one person originally looking after this work.

It was noted that Eugene Belliveau has been inducted into the St. Francis Xavier University Sports Hall of Fame.

After discussion,

It was moved by Libby O'Hara and seconded by Emil Olsen that we send Eugene Belliveau a card of congratulations on his induction into the Sports Hall of Fame at St. Francis Xavier University.

MOTION CARRIED

After discussion,

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Chief's Report be approved as submitted.

MOTION CARRIED

CORRESPONDENCE

Matt presented two letters recently issues by the Board:

- to congratulate Cst. Kelley McIntyre on her International award - 2018 Officer of the Year by the International Association of Women Police; and
- to The Hon. Minister Denis Landry with regard to costs associated with Assistance to the Fredericton Police Force following an event on August 10, 2018.

Emil Olsen said that when November's presentation to Cst. Kelley McIntyre takes place, we should make certain to mention that she is the top female officer in the "world" - we should use this word in our presentation. This is a remarkable accomplishment.

It was noted that the Town of Rothesay had sent a letter of congratulations to Cst. McIntyre but one had not been sent by the Town of Quispamsis; Emil said that he will bring this up at the next Council Meeting.

After discussion on the renewal of membership with the Canadian Association of Police Governance (CAPG), it was felt that good information is often gleaned from this group's webinars and regular email updates. It was felt that there was good value with this program.

Therefore, after discussion,

It was moved by Emil Olsen and seconded by Bob McLaughlin that our Board of Commissioners would renew its membership with the Canadian Association of Police Governance (CAPG) at an annual fee of \$600.

MOTION CARRIED

NEW BUSINESS

Christmas 2018

Much discussion was held on the upcoming Christmas activities and the associated costs.

The Union would like to have a sit-down dinner this year at the Riverside Country Club and has asked the Board for support towards this Christmas event. Board members are invited to attend the dinner and several members recounted their attendance at past Christmas dinners. A room reservation has been secured at Riverside Country Club by one of the Club members.

Much concern was expressed in the rising costs associated with the dinner; as well as this cost, it was noted that the cost of turkeys which are also provided to employees was in the neighbourhood of \$2800.

(Mary Henderson departed the meeting.)

Last year the Board supported the dinner with a contribution of \$1321.17 plus \$2800 for the cost of turkeys. This year, the Board has been asked to contribute \$3187.50 towards the dinner. It was noted that there are usually between 80 - 100 people attending this event, with Board Members, retired Members, and key clients in attendance.

Some Board members did not feel right about spending taxpayers monies given the struggle with the two Town Budgets and many other areas where monies are needed (school supplies; food banks). It was felt these monies could be applied in other ways.

Linda Sherbo suggested there could be a less expensive event.

Chief Gallant suggested that this year, we cap our contribution at a certain value to cover dinner and turkeys; Matt suggested putting a cap on the contribution and letting the Union use the monies as they wish for the event.

After much discussion,

It was moved by Peter Bourque and seconded by Emil Olsen that we contribute to the Management Team for the employees' Christmas celebrations to a maximum of five thousand dollars (\$5,000).

**MOTION CARRIED
3 NAYS**

Chief Gallant will speak with the Union and indicated that the Board is concerned with the escalating costs of the Christmas celebration.

Chief Gallant indicated that there is a Christmas event here in the building prior to Christmas (potluck meal, etc.).

This item will be put on the agenda for discussion early in the new year.

ADJOURNMENT

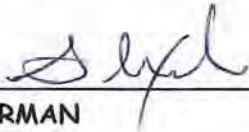
There being no further business to discuss,

It was moved by Emil Olsen and seconded by Libby O'Hara that the meeting adjourn.

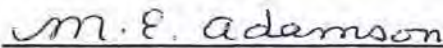
MOTION CARRIED

The meeting adjourned at 4:50 PM.

Respectfully submitted,



CHAIRMAN



SECRETARY

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

	<u>2018</u>	<u>2017</u>
-----Financial assets-----		
Cash - General	224,825	586,581
Sick Pay/ Retirement Investments	843,137	804,503
Accounts Receivable	58,177	49,319
Sales tax recoverable	64,312	41,467
	<u>1,190,452</u>	<u>1,481,870</u>
----Liabilities-----		
Accounts payable and accrued	273,732	309,336
Vested sick leave/retirement accrual	733,340	721,721
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,655,071</u>	<u>3,003,456</u>
NET ASSETS (DEBT)	<u>(1,464,619)</u>	<u>(1,521,586)</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	8,064	9,236
Prepaid expenses	44,394	46,675
	<u>2,298,138</u>	<u>2,405,875</u>
ACCUMULATED SURPLUS	<u>833,519</u>	<u>884,290</u>
Assets	3,488,590	3,887,745
Liabilities	3,488,590	3,887,745

2018 November 13 Open Session FINAL 128
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
September 30, 2018

	<u>2018</u>			<u>2017</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<i>Millennium Drive</i>				
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>
<i>Furnishings</i>	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>
<i>Machinery & equipment</i>	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>
<i>Information technology equipment</i>	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>
<i>Vehicles</i>	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	3,842,882	0	0	3,776,370
Total Accumulated amortization	(1,597,202)	0	0	(1,426,406)
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
NINE MONTHS ENDING SEPTEMBER 30, 2018**

	----- NINE MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	54,359	21%	\$43,950	\$45,000	\$60,000
Taxi & Traffic Bylaw	4,126	10%	4,396	3,750	5,000
Interest income	7,469	99%	4,089	3,750	5,000
Retirement investment income	13,576	-5%	15,516	14,250	19,000
Secondments	147,352	-7%	165,844	158,625	211,500
	<u>226,881</u>	1%	<u>233,795</u>	<u>225,375</u>	<u>300,500</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,456,267	-3%	\$2,416,564	2,537,654	\$3,383,539
Benefits	472,990	-7%	462,136	507,531	676,708
Training	32,866	8%	20,971	30,375	40,500
Equipment	9,961	-34%	2,772	15,000	20,000
Equip repairs & IT support	3,401	13%	1,592	3,000	4,000
Communications	43,198	-30%	39,852	61,650	82,200
Office function	10,374	-14%	10,338	12,000	16,000
Leasing	11,426	7%	10,914	10,650	14,200
Policing-general	40,794	67%	21,228	24,375	32,500
Insurance	10,904	6%	10,522	10,310	13,746
Uniforms	47,289	75%	41,765	27,000	36,000
Prevention/p.r.	5,103	-3%	7,689	5,250	7,000
Investigations	27,290	25%	27,736	21,750	29,000
Detention	19,554	0%	19,586	19,575	26,100
Taxi & Traffic Bylaw	520	-42%	709	900	1,200
Auxillary	1,071	-5%	0	1,125	1,500
Public Safety	24,239	-7%	24,830	26,072	34,762
	<u>3,217,247</u>	-3%	<u>3,119,204</u>	<u>3,314,216</u>	<u>4,418,955</u>
VEHICLES					
Fuel	77,874	-1%	67,734	78,750	105,000
Maint./repairs	40,770	-36%	50,105	63,750	85,000
Insurance	17,749	1%	17,529	17,619	23,492
New vehicles	(82)	-100%	(2,100)	57,000	76,000
Equipment	4,011	-11%	2,366	4,500	6,000
	<u>140,322</u>	-37%	<u>135,634</u>	<u>221,619</u>	<u>295,492</u>

STATEMENT OF OPERATIONS

NINE MONTHS ENDING SEPTEMBER 30, 2018

2018 November 13 Open Session FINAL_130

EXPENDITURE continued:	-----NINE MONTHS-----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
BUILDING					
Maintenance	28,301	1%	22,853	28,125	37,500
Cleaning	19,043	4%	17,261	18,375	24,500
Electricity	28,731	-18%	27,894	35,250	47,000
Taxes	34,674	0%	34,674	34,674	46,232
Insurance	4,405	1%	4,237	4,364	5,818
Grounds	21,931	166%	6,503	8,250	11,000
Interest on Debenture	21,113	5%	22,534	20,168	26,890
Debenture Principal	98,250	0%	97,500	98,250	131,000
	<u>256,448</u>	4%	<u>233,456</u>	<u>247,455</u>	<u>329,940</u>
ADMINISTRATION					
Salaries	561,447	3%	486,548	544,085	725,447
Benefits	123,905	12%	97,756	110,477	147,302
Commissionaires	13,383	-18%		16,265	21,686
Professional Fees	41,921	36%	29,293	30,750	41,000
Travel/Training	18,575	91%	2,668	9,750	13,000
Board Travel/Expenses	2,265	-40%	3,149	3,750	5,000
Insurance	939	-3%	941	969	1,292
Labour Relations	153,901	1952%	37,346	7,500	10,000
Sick Pay/Retirement	46,152	0%	45,188	46,160	61,547
Retirement int & dividends	13,576	-5%	13,724	14,250	19,000
2nd prior year (surplus) deficit	(55,974)		(85,505)	(55,974)	(74,632)
	<u>920,090</u>	26%	<u>631,108</u>	<u>727,981</u>	<u>970,642</u>
	4,307,227	0%	3,885,607	4,285,897	5,714,529
CONTRIBUTED BY MEMBERS	4,290,809		4,192,143	4,285,897	5,714,529
SURPLUS (DEFICIT)	<u>(16,418)</u>		<u>\$306,536</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	266,287	0%	252,831	266,287	355,049
Data Networking charges	7,513		7,381	7,705	10,273
Retirees health insurance	(80)		(1,129)	1,125	1,500
2nd prior year (surplus) deficit	(2,281)	0%	73	(2,281)	(3,041)
	<u>271,439</u>		<u>259,156</u>	<u>272,836</u>	<u>363,781</u>
CONTRIBUTED BY MEMBERS	272,835		261,733	272,836	363,781
SURPLUS (DEFICIT)	<u>1,396</u>		<u>\$2,577</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	(15,022)		\$309,113		
Surplus (less labour relations over budgeted)	131,379				

STATEMENT OF FINANCIAL POSITION

BANK balance		224,825	at September 30
ACCOUNTS PAYABLE balance	273,732		
Debenture costs to be paid in December	(104,995)		

Current Accounts Payable		168,738	Paid in October

Extra (Shortfall) in bank account		56,087	
<i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - two vacancies (one being filled by temporary term)
- * Benefits Health insurance 2018: \$103,559 2017: \$106,329
 Retirees health insurance 2018: \$-2,549 2017: \$-1,545

Overtime costs at Sept 22, 2018		44,916
OT		26,597
Call out OT		11,271
Court OT		7,048
Overtime costs at Sept 23, 2017		18,950
OT		12,131
Call out OT		1,255
Court OT		5,564
Change over prior year	OT	9,558
	OT due to flooding	4,908
	Call out OT	10,016
	Court OT	1,484

		25,966

Not included in the overtime costs above was the costs for helping Fredericton in August for \$28,694 (we are hoping to be reimbursed for these costs)

Administration:

- * Benefits Health Insurance 2018: \$37,543 2017: \$22,227
 Retirees health plan 2018: \$5,803 2017: \$3,321

Telecom:

- * Retirees health insurance 2018: \$-80 2017: \$-1,129
 Only one retiree

MONTHLY CRIME OCCURRENCE SUMMARY

2018 November 13 Open Session FINAL_132

2018 CALL SUMMARY

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct-16	YTD Oct 16
TOTAL CALLS FOR SERVICE	852	767	800	815	879	888	890	828	830	508	8057
911 Hand gun CAD	25	23	22	21	39	21	14	26	21	17	229
Alarm CAD	62	34	36	43	15	46	44	38	42	22	382
Animal Complaint	8	4	3	9	15	14	10	12	12	6	93
Impaired Driving Complaint CAD	8	5	8	7	2	7	16	10	16	7	86
Parking/Driving Complaints CAD	34	26	43	42	62	70	36	53	40	41	447
Police Medical Call	14	8	8	7	10	7	11	7	7	2	81
Police Fire Call	11	5	4	4	9	4	6	8	6	2	59
Vehicle Stops	167	164	208	159	129	144	165	166	158	106	1566
POPA TICKETS	95	88	112	97	82	60	86	66	69	56	811
Bylaw Tickets	7	8	5	1	2	0	1	0	0	0	24

TOTAL FILES CREATED	185	179	173	111	216	244	248	189	196	146	1887
24 Hour Suspended Driver	0	0	0	0	0	0	0	2	0	0	2
7 Day Suspension Warning	0	0	1	1	0	0	0	2	1	1	6
Abandoned Child	0	0	0	0	0	3	1	0	0	0	4
Abandoned Vehicle	0	0	0	1	2	1	0	0	0	0	4
A.T.V. Snowmobile	0	1	2	0	0	3	0	1	1	0	8
Alarm	1	0	0	0	0	0	0	0	0	0	1
Ammo/Flare Disposal & Found	1	1	3	1	1	1	2	2	1	1	14
Animal Call	1	2	1	4	2	1	0	1	4	0	16
Arson	1	0	0	0	0	0	1	0	0	0	2
Common Assault	8	11	6	4	4	6	1	2	5	2	49
Assault with a Weapon	0	0	0	0	0	2	2	0	0	0	4
Assist General Public	17	26	23	26	24	35	31	23	22	11	238
Assist Other Agency	9	4	5	4	9	13	18	18	8	6	94
Attempt Suicide	0	0	0	0	1	0	1	0	0	0	2
Breach Recognizance	0	0	0	0	3	0	1	1	1	2	8
Break & Enter	1	3	1	3	4	6	5	0	0	0	23
Bylaws	0	0	1	2	3	0	0	0	0	0	6
Child Pornography	0	0	1	0	0	0	1	0	0	0	2
Harassment	2	0	0	1	0	0	0	1	1	0	5

	2018November13OpenSessionFINAL_133										
Dangerous Operation of Motor Vehicle	0	0	0	0	0	1	0	0	0	0	1
Disturbance	3	1	0	4	4	3	1	1	1	0	18
Domestic Call	5	1	2	5	4	5	12	6	6	4	50
Driving While Disqualified or Prohibited	3	2	5	0	4	3	5	2	2	6	32
Driving without due care	0	0	0	0	0	1	1	0	0	0	2
Drug Complaint	0	1	0	0	0	1	0	1	0	0	3
Extortion	0	0	0	0	0	0	0	0	0	1	1
Fail to Comply with Conditions	0	0	0	2	2	3	2	2	0	0	11
Fail to Stop or Remain	2	5	6	6	2	5	6	2	4	2	40
Fail/Refuse Breath Sample	0	0	0	0	1	0	0	0	0	0	1
Fatal MVA	0	0	0	1	0	0	0	0	0	0	1
Fight In Progress	0	1	1	0	1	0	1	1	3	0	8
Found Drugs	0	0	1	0	1	0	0	0	0	0	2
Forgery	0	0	0	0	0	0	0	0	0	0	0
Lost/Found Property	3	7	8	5	7	8	14	9	5	3	69
Fail/Refuse Breath Sample	0	1	0	0	1	0	0	0	0	0	2
Found Ammo/Flares/etc	0	1	0	0	0	0	1	0	0	0	2
Fraud	5	1	6	3	3	14	3	4	2	2	43
Fire Complaint	0	0	0	0	3	0	2	0	2	0	7
Impaired Operation of MV	1	3	5	4	1	2	2	3	3	1	25
Indecent Act	0	0	0	0	0	0	1	0	0	0	1
Inspection Sticker, etc	0	0	3	5	0	5	10	0	3	13	39
Internet Complaint	0	0	0	0	0	0	0	1	0	0	1
Intoxicated Person	0	0	0	1	0	2	3	0	1	0	7
Loud Party/Noise Complaint	0	1	0	0	0	0	0	0	0	0	1
Medical Call	2	2	1	1	0	1	0	0	2	1	10
Mental Health Call	7	9	7	7	7	16	11	4	10	8	86
Mischief	3	4	3	3	7	7	6	5	4	0	42
Missing Person	4	2	2	3	6	2	1	1	2	5	28
MVA	31	40	30	28	34	35	37	35	34	16	320
Narcotic Control Act	0	0	0	0	0	1	0	0	4	0	5
No Driver's License	0	0	0	0	1	0	0	0	1	0	2
No Insurance	0	0	2	0	0	3	0	0	5	0	10
Non-Criminal Domestic Dispute	7	5	5	6	2	5	4	6	4	3	47
Obstruct Police Officer	1	0	0	0	0	0	0	0	0	0	1
Other Criminal Code	0	0	0	1	0	3	0	0	5	3	12
Other Provincial Traffic Offences	0	0	3	1	1	2	0	1	10	3	21
Other Provincial Statutes	1	1	3	2	3	1	3	3	1	0	18
Possession of Cocaine	0	0	0	0	0	0	1	0	1	0	2
Possession of Cannabis	0	1	0	1	3	1	3	0	1	0	10
Possession of Stolen Property	0	0	0	0	0	0	0	1	0	1	2
Possession of Weapons	1	0	0	1	1	1	0	0	1	1	6
Breach of Probation	1	0	1	1	1	0	2	1	1	0	8
Personating Peace Officer	0	0	0	0	0	0	0	0	2	0	2

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Provincial Liquor Act	0	0	0	0	0	0	0	0	0	0	2
Public Relations	9	2	7	7	2	2	10	1	1	10	51
Robbery	0	0	0	1	1	0	0	0	0	0	2
Sexual Assault	2	1	0	1	3	1	0	1	2	1	12
Sex Explicit Material to Child	0	0	0	0	0	0	0	0	0	1	1
Shoplifting	4	2	5	3	3	2	0	3	5	2	29
Sudden Death	2	2	1	2	0	1	1	0	1	0	10
Suspicious Person	0	0	0	0	0	3	2	3	2	3	13
Suspicious Vehicle	0	0	0	0	3	0	0	1	0	0	4
Theft of Automobile	0	0	0	0	1	2	0	1	1	0	5
Theft of Bicycle	0	0	0	0	0	2	0	1	1	0	4
Theft - Credit Card	0	0	0	0	0	0	0	0	1	0	1
Theft from Mail	0	0	0	0	0	1	0	0	0	0	1
Theft from MV	1	0	1	10	1	1	1	3	12	1	31
Theft Under \$5000	5	4	5	10	9	6	7	6	7	6	65
Theft Over \$5000	0	1	0	1	0	0	1	0	1	0	4
Traffic Check Stop	1	2	1	1	1	2	5	2	3	14	32
Traffic In Cannabis	0	0	0	0	1	0	0	0	0	0	1
Traffic In Cocaine	0	0	0	0	0	0	0	0	2	0	2
Traffic/Parking Complaint	6	6	3	10	9	9	6	8	5	6	68
Trespass Complaint	0	0	0	0	2	2	1	0	0	0	5
Trespass at Night	0	0	0	2	0	0	0	0	0	0	2
Unwanted Person	0	0	1	0	3	1	2	0	4	0	11
Uttering Threats	0	2	1	5	3	4	0	4	2	1	22
Vehicle Not Registered	0	0	0	0	0	0	0	1	0	0	1
Warrants/Execution of Warrant	0	1	1	0	0	0	2	0	0	1	5
Weapons Complaint Investigation	0	0	0	1	0	0	0	1	0	0	2

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
TOWN OF ROTHESAY, 70 HAMPTON ROAD, ROTHESAY
SEPTEMBER 12, 2018**

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

Regrets: Chair Kirk Miller

1.0 Call to Order

Chair Miller called the meeting to order at 7:11 pm.

2.0 Chair's Remarks

None.

3.0 Approval of Agenda

Moved by S. Luck and seconded by R. McIntyre, to approve the agenda with the addition of the following:

- Item 10.1 Mutual Aid for Local Service District Formerly Covered by the Kennebecasis Valley Fire Department

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 July 11, 2018

Moved by S. Luck and seconded by P. Lewis, that the minutes of July 11, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan – Request for Proposal (Revised Draft)

A strategic plan is one of the Fire Boards mandates and provides guidance to for the Fire Chief.

Moved by S. Deuille and seconded by N. Soobratee to move forward with the strategic plan Request for Proposal as prepared by Chief Ireland with the addition of an oral presentation to both councils and Fire Board prior to awarding the proposal.

CARRIED

6.2 Fire Marque

This is a work in progress, no update at this time.

7.0 Correspondence

7.1 Letter to Miriam Wells re: Thank You For Her Service as a Fire Board Member

Moved by S. Luck and seconded by P. Lewis to receive and file.

CARRIED

8.0 New Business

8.1 Memo from Chief Ireland re: Standard of Cover Policy Performance

Chief Ireland reported on the fire and medical response performance reports for 2017 and recommended the following to the Fire Board:

- That generally speaking, response time standards were being met in most response zones and that an incremental improvement has been made since 2016.
- That the Fire Board give consideration to upgrading the current electronic records management system to a more robust system that is capable of generating more useful data and performance results.
- That the Fire Board direct the Fire Chief to revise the Standard of Response Coverage Policies to reflect more accurately the departments performance against industry standards and incorporate the response zone information from the recently completed community risk assessment.

Moved by S. Luck and seconded by P. Lewis to receive and file.

CARRIED

8.2 Information Item: Recent News Articles

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

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Seven Months ended July 31, 2018

Moved by P. Lewis and seconded by S. Luck to receive and file the draft financial statements for the seven months ended July 31, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Mutual Aid for Local Service District Formerly Covered by the Kennebecasis Valley Fire Department

The Fire Board agreed that the Fire Department Administrator, John Jarvie, is to respond to the Province's last letter regarding the coverage of the Local Service District, with the following points to be included:

- The Kennebecasis Valley Fire Department will not be responding to mutual aid calls in this coverage area and that they reconsider our initial offer
- Letter to include real costs and percentages of fire responses to this area

- Our communities, who fund this fire department and expect coverage, are at risk when our members are outside of our area

11.0 Reports

11.1 Chief's Report

Moved by P. Lewis and seconded by N. Soobratee to receive and file.

CARRIED

11.2 Response Summary

Moved by S. Luck and seconded by N. Soobratee to receive and file.

CARRIED

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 7:36 pm.

Date of next meeting – October 10, 2018

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

2018 November 13 Open Session FINAL_139

Statement of Expense with Budget Variance

For the 7 months ending July 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	\$356,070	\$352,076	(\$3,995)	\$605,500	\$335,745
10	Convention/ Dues/ Training	\$11,500	\$13,358	\$1,858	\$15,000	\$3,129
11	Professional Services	\$11,033	\$9,548	(\$1,485)	\$40,000	\$1,363
12	Office Supplies / Copy Machine/ S/C	\$4,667	\$3,861	(\$805)	\$8,000	\$3,044
13	Computer Hardware/Software/IT	\$11,325	\$11,710	\$385	\$16,700	\$4,492
14	Station Telephone/ Internet	\$6,750	\$6,560	(\$190)	\$13,500	\$6,571
16		\$401,345	\$397,113	(\$4,233)	\$698,700	\$354,343
FIREFIGHTING FORCE:						
17	Salaries Basic	\$1,454,623	\$1,379,853	(\$74,770)	\$2,519,484	\$1,386,128
18	Overtime	\$34,615	\$18,591	(\$16,025)	\$60,000	\$39,630
	Vacation Pay on Retirement	\$8,816	\$8,601	(\$215)	\$8,816	\$9,461
19	Force Benefits	\$380,893	\$366,007	(\$14,886)	\$595,700	\$366,833
20	Clothing/Uniform Maintenance	\$16,333	\$9,394	(\$6,939)	\$28,000	\$5,738
21	Medical and Fitness Training	\$9,000	\$9,666	\$666	\$21,000	\$10,009
22	Career Recognition	\$1,500	\$1,634	\$134	\$3,500	\$331
23	Holiday Relief Wages & Overtime	\$161,291	\$152,139	(9,152)	311,600	\$164,703
24	Holiday Relief Benefits	\$59,227	\$56,248	(\$2,979)	\$109,402	\$54,216
26		\$2,126,297	\$2,002,134	(\$124,165)	\$3,657,504	\$2,037,049
TELECOMMUNICATIONS						
27	Cellular Telephone	\$3,967	\$2,609	(\$1,358)	\$6,800	\$2,796
28	Communication Equipment	\$1,700	\$1,904	\$204	\$2,500	\$1,752
29	Maintenance/ Repairs	\$875	\$178	(\$697)	\$1,500	\$1,072
30		\$6,542	\$4,691	(\$1,850)	\$10,800	\$5,620
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	\$14,750	\$11,449	(\$3,301)	\$36,000	\$8,736
34	Fire Prevention and Public Education	\$3,648	\$1,406	(\$2,242)	\$10,000	\$3,199
35	Training Supplies	\$500	\$264	(\$236)	\$2,000	\$0
36		\$18,898	\$13,118	(\$5,780)	\$48,000	\$11,936
FACILITIES						
37	Station 1 Operating	\$144,175	\$148,370	\$4,194	\$172,810	\$136,175
38	Station 2 Operating	\$10,908	\$11,016	\$107	\$18,700	\$12,752
39	Station 2 Rent	\$29,093	\$29,093	\$0	\$49,874	\$28,529
40	Station Supplies	\$7,000	\$8,263	\$1,263	\$12,000	\$7,676
41		\$191,177	\$196,741	\$5,564	\$253,384	\$185,131
FLEET						
42	Vehicle Fuel	\$11,500	\$14,062	\$2,562	\$23,000	\$10,899
43	Vehicle Registration	\$550	\$342	(\$208)	\$550	\$361
45	Vehicle Maint & Repairs	\$37,917	\$66,906	\$28,990	\$65,000	\$35,251
46		\$49,967	\$81,310	\$31,343	\$88,550	\$46,510
OPERATIONS						
47	New Equipment	\$10,500	\$5,189	(\$5,311)	\$18,000	\$4,188
48	Maint & Repairs - Equipment	\$11,415	\$16,956	\$5,541	\$17,000	\$10,277
49	Maint & Repairs - Bunker Gear	\$2,000	\$1,520	(\$480)	\$7,000	\$1,084
50	Medical Supplies	\$2,917	\$3,095	\$179	\$5,000	\$3,050
51	Firefighter Supplies	\$2,042	\$1,555	(\$487)	\$3,500	\$2,076
52	Health & Safety	\$1,167	\$352	(\$815)	\$2,000	\$885
53	H&S Cause Determination	\$0	\$163	\$163	\$0	(\$14)
54		\$30,040	\$28,830	(\$1,211)	\$52,500	\$21,547
WATER COSTS:						
55	Water Costs - Rothesay	\$18,696	\$18,695	(\$0)	\$24,927	\$18,151
56	Water Costs - Quispamsis	\$3,598	\$3,598	(\$0)	\$4,797	\$3,378
57		\$22,294	\$22,293	(\$1)	\$29,724	\$21,529
OTHER:						
58	Miscellaneous	\$1,750	\$987	(\$763)	\$3,000	\$1,523
59	Retirement Allowance	\$34,883	\$34,887	\$3	\$59,800	\$34,887
60		\$36,633	\$35,873	(\$760)	\$62,800	\$36,409
61		\$2,918,229	\$2,814,578	(\$103,653)	\$4,936,999	\$2,754,423

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July 31, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Firefighting Force: Salaries	\$1,454,623	\$1,379,853	(\$74,770)	2018 Budget includes increase, union contract not finalized
18	Overtime	\$34,615	\$18,591	(\$16,025)	
19	Benefits	\$380,893	\$366,007	(\$14,886)	Benefit costs relate to wages
20	Clothing/Uniform Maintenance	\$16,333	\$9,394	(\$6,939)	Uniform replacement on hold for now
23	Holiday Relief Wages & Overtime	\$161,291	\$152,139	(\$9,152)	replacement costs for force members as required
45	Vehicle Maint & Repairs	\$37,917	\$66,906	\$28,990	Engine 2
47	New Equipment	\$10,500	\$5,189	(\$5,311)	
48	Maint & Repairs - Equipment	\$11,415	\$16,956	\$5,541	as required
	Material Variances	\$2,107,588	\$2,015,036	(\$92,552)	

Invoices over \$2,000

For the months of June & July 2018

Recurring Monthly Invoices		Amount	Description
06/01/18	Assumption Life	\$26,018	Group Benefits
06/01/18	Town of Quispamsis	\$4,156	Rent - Station 2
06/14/18	Receiver General	\$44,650	payroll liabilities
06/14/18	BMO	\$72,722	net wages 06/14/2018
06/28/18	Receiver General	\$44,578	payroll liabilities
06/28/18	BMO	\$73,340	net wage 06/28/2018
06/30/18	CIBC Mellon	\$41,666	June pension contributions
06/30/18	I.A.F.F. Local 3591	\$6,996	Union Dues
06/30/18	Worksafe	\$2,732	Worksafe assessment
07/01/18	Assumption Life	\$26,438	Group Benefits
07/01/18	Town of Quispamsis	\$4,076	Rent - Station 2
07/01/18	Rothesay	\$6,232	3rd Q water
07/12/18	Receiver General	\$46,566	payroll liabilities
07/12/18	BMO	\$76,604	net wages 07/02/2018
07/26/18	Receiver General	\$46,443	payroll liabilities
07/26/18	BMO	\$77,700	net wage 07/26/2018
07/31/18	CIBC Mellon	\$42,405	July Pension Contributions
07/31/18	I.A.F.F. Local 3591	\$7,175	Union Dues
07/31/18	Worksafe	\$3,809	Worksafe assessment
Non-Recurring Invoices		Amount	Description
06/01/18	Irving Oil Marketing GP	\$2,259	Fuel
06/05/18	G Leblanc Fire Truck Repair	\$2,428	Engine 2: repairs
07/06/18	East Coast International Trucks	\$2,682	E2
07/26/18	Goodyear Canada Inc	\$3,674	T1, tires and rims



Kennebecasis Valley Fire Department

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

September 12, 2018

Notable Incidents

Structure Fire

On July 21, KVFD responded to a structure fire on Bradley Lake Road in Rothesay. Upon arrival heavy smoke and flames were licking up the side of the building. Crews confirmed that all occupants had evacuated and were accounted for and initiated a defensive fire attack based on the dangerous conditions. A second alarm was called for additional manpower and mutual aid was requested for water supply. The fire was brought under control and crews continued to work at extinguishing remaining hot spots in the oppressive heat and humidity and remained on scene for approximately six hours. The fire investigation determined that the fire was accidental and the ignition source was electrical in nature.



Remote Rescue

On July 9, KVFD received a mutual aid request to assist the Peninsula Fire Department in the rescue of a Rothesay resident who was trapped on Minister's Face (Long Island) with an injured pet. We responded in our rescue boat and were met at the site by the Coast Guard In-shore Rescue vessel. The victim was spotted approximately 100 feet above the shore line and made verbal contact with him. He was unable to move up or down the rock face from his current location. Recognizing that the type of technical rescue that would be required exceeded our capabilities, the Incident Commander contacted the Saint John Fire Department who dispatched their high angle rescue team. KVFD assisted SJFD with ferrying personnel and equipment from the Rothesay Yacht club to the site and assisted with the successful rescue of the civilian and his two dogs. One of the dogs suffered a broken leg and was transported to a local veterinarian once they were back on shore.

Professional Development

I am pleased to report that Division Chief Boyle has been awarded the 2017 Leadership Development Bursary from the Municipal Advisory Corporation. Eligible candidates must have demonstrated strong leadership or have been identified as a rising leader within their municipality's organization, and who have a keen desire to enhance or further their professional development skills. Division Chief Boyle has recently completed his Certificate in Leadership Studies at UNB and will use the bursary to assist with his tuition as he works towards completing his Bachelor of Integrated Studies.

Later this month, Captain Doug Barrett will travel to Pueblo, CO to attend a Tank Car Specialist training program at the Security and Emergency Response Training Center (SERTC). Captain Barrett will learn about various types of rail cars, their nomenclature, design features, commodities, and common types of leaks involved during an emergency. Containment measures, product transfer techniques, and liquid/vapor flaring options are also covered. This Tank Car Specialist course covers the technical skills and knowledge necessary for effectively managing a HazMat/WMD incident in a rail transportation emergency and will serve to fill a gap in the department's current training level.

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Response Types Kennebecasis Valley Fire Department (01/01/2018-31/07/2018)	Jan	Feb	Mar	April	May	June	July	2018 YTD	2017 YTD
Fire/explosion - dollar loss [10]	1	3	3	4	5	0	2	18	28
Rubbish/grass fire - no dollar loss [12]	4	4	0	3	16	4	10	41	29
Chimney Fire [13]	0	0	1	0	0	0	0	1	7
Total Fire [10-19]	5	7	4	7	21	4	12	60	64
Rescue - Miscellaneous [30]	0	0	1	0	1	0	1	3	3
Vehicle Accident [31]	7	10	9	6	7	10	15	64	52
Total Rescue or Resuscitation call [30-39]	7	10	10	6	8	10	16	67	55
Public Hazard - gasoline or fuel spill [41]	1	0	0	0	2	0	1	4	3
Public Hazard - power line down / utility pole hazard [43]	11	4	0	0	3	3	0	21	15
Public Hazard - miscellaneous [49]	5	0	1	3	3	1	0	13	12
Total Public hazard [40-49]	17	4	1	3	8	4	1	38	30
Gas Leak - propane [51]	0	2	0	0	1	0	1	4	4
Gas Leak - response to carbon monoxide detector alarm [53]	3	0	2	1	0	0	1	7	5
Total Gas leak [50-59]	3	2	2	1	1	0	2	11	9
Public Service - first aid [62]	51	56	67	64	51	47	48	384	361
Public Service - assist police or other agency [63]	1	0	3	0	2	2	1	9	2
Public Service - mutual aid [65]	0	1	1	1	1	2	0	6	5
Public Service - animal rescue [66]	0	1	0	1	0	0	0	2	1
Public Service - flooding [67]	4	0	0	0	5	0	0	9	1
Public Service- miscellaneous [69]	3	0	0	0	3	3	2	11	6
Total Public services [60-69]	59	58	71	66	62	54	51	421	376
Alarm No Fire - accidental miscellaneous [70]	3	1	6	4	4	5	4	27	26
Alarm No Fire - smoke or steam mistaken [71]	1	1	0	1	3	2	1	9	6
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	1	0	0	0	3	1
Alarm No Fire - detector activated [73]	2	0	1	1	1	9	2	16	30
Alarm No Fire - unknown odours [75]	0	2	0	0	0	1	0	3	8
Alarm No Fire - miscellaneous [79]	1	1	0	0	3	2	4	11	17
Total Alarm no fire - No malicious intent [70-79]	8	5	8	7	11	19	11	69	88
False Alarm (Mischief) - miscellaneous [89]	0	0	0	1	0	1	0	2	1
Total False alarm - Mischief [80-89]	0	0	0	1	0	1	0	2	1
Total Response Types Kennebecasis Valley Fire	99	86	96	91	111	92	93	668	623

Town of Rothesay

General Fund Financial Statements

September 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 - September	G11
Project Funding - October - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 9/30/18

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	3,219,181
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>80,736,756</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	(1,029,284)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<u>(33,241,316)</u>

\$ 47,495,440

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(682,000)
Total Long Term Debt	7,545,000

Total Liabilities \$ 6,863,000

Investment in General Fund Fixed Assets	40,638,645
Loss on Sale of Assets - General	(6,204)

\$ 47,495,440

Town of Rothesay
Balance Sheet - General Fund Reserves
9/30/18

ASSETS

BNS General Operating Reserve #214-15	808,008
BNS General Capital Reserves #2261-14	2,033,366
BNS - Gas Tax Reserves - GIC	3,970,294
Gen Reserves due to/from Gen Operating	500,000
	<u>\$ 7,311,668</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,632,820
Invest. in General Capital Reserve	1,477,851
General Gas Tax Funding	213,567
Invest. in General Operating Reserve	815,654
Invest. in Land for Public Purposes Reserve	119,652
Invest. in Town Hall Reserve	52,125
	<u>\$ 7,311,669</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 9/30/18

CURRENT ASSETS

Cash	329,283
Receivables	165,060
HST Receivable	342,725
Inventory	27,527
Gen Operating due to/from Util Operating	993,431
Total Current Assets	<u>1,858,026</u>
Other Assets:	
Projects	<u>3,007,201</u>
	<u>3,007,201</u>
TOTAL ASSETS	<u><u>4,865,227</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,111,430
Other Payables	377,013
Gen Operating due to/from Gen Reserves	500,000
Gen Operating due to/from Gen Capital	682,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	66,200
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u><u>3,107,668</u></u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>1,799,168</u>
	<u>1,757,560</u>
	<u><u>4,865,227</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/18

	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	11,634,937	11,634,937	0		15,513,249
Sale of Services	15,736	16,975	256,008	247,859	8,149		391,055
Services to Province of New Brunswick	5,000	5,000	45,000	45,000	0		60,000
Other Revenue from Own Sources	15,262	9,785	183,640	93,563	90,077		117,425
Unconditional Grant	10,133	10,133	91,198	91,195	3		121,594
Conditional Transfers	0	0	13,520	21,500	(7,980)		21,500
Other Transfers	235,000	235,000	815,177	815,177	(0)		1,050,177
	<u>\$1,573,903</u>	<u>\$1,569,664</u>	<u>\$13,039,479</u>	<u>\$12,949,231</u>	<u>\$90,248</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	118,356	123,619	1,649,495	1,675,123	25,627		2,129,216
Protective Services	360,232	352,632	3,743,397	3,752,140	8,743		4,810,037
Transportation Services	250,582	214,312	2,915,268	2,562,238	(353,030)		3,405,473
Environmental Health Services	45,211	47,750	456,460	465,250	8,790		613,000
Environmental Development	35,923	47,852	425,950	494,565	68,614		638,122
Recreation & Cultural Services	111,895	114,924	1,485,143	1,569,867	84,725		1,999,348
Fiscal Services	288	327	564,596	564,764	168		3,679,803
	<u>\$922,487</u>	<u>\$901,417</u>	<u>\$11,240,311</u>	<u>\$11,083,947</u>	<u>-\$156,364</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$651,416</u>	<u>\$668,247</u>	<u>\$1,799,168</u>	<u>\$1,865,284</u>	<u>-\$66,116</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/18

	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	3,265	2,500	26,404	22,500	3,904		30,000
Town Hall Rent	4,250	4,167	37,355	37,500	(145)		50,000
Arena Revenue	228	2,500	131,483	125,000	6,483		238,200
Community Garden	0	0	1,620	1,300	320		1,300
Recreation Programs	7,994	7,808	59,146	61,559	(2,413)		71,555
	<u>15,736</u>	<u>16,975</u>	<u>256,008</u>	<u>247,859</u>	<u>8,149</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	8,269	7,917	121,571	76,744	44,827	1	95,000
Recycling Dollies & Lids	83	25	485	225	260		300
Interest & Sundry	1,606	1,083	24,017	9,750	14,267	2	13,000
Miscellaneous	5,304	760	37,567	6,844	30,723	3	9,125
	<u>15,262</u>	<u>9,785</u>	<u>183,640</u>	<u>93,563</u>	<u>90,077</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	1,250	1,500	(250)		1,500
Grant - Other	0	0	12,270	20,000	(7,730)	4	20,000
	<u>0</u>	<u>0</u>	<u>13,520</u>	<u>21,500</u>	<u>(7,980)</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	43,217	43,217	(0)		43,217
Utility Fund Transfer	235,000	235,000	705,000	705,000	0		940,000
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>235,000</u>	<u>235,000</u>	<u>815,177</u>	<u>815,177</u>	<u>(0)</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,503	3,092	23,918	27,825	3,907		37,100
Councillors	8,641	8,862	78,828	79,757	929		106,343
Regional Service Commission 9	0	0	4,461	4,604	143		6,138
Other	685	708	2,949	6,375	3,426		8,500
	<u>11,830</u>	<u>12,662</u>	<u>110,155</u>	<u>118,561</u>	<u>8,405</u>		<u>158,081</u>
Administrative							
Office Building	7,595	7,496	108,561	116,713	8,152		140,000
Solicitor	3,758	4,167	23,860	37,500	13,640		50,000
Administration - Wages & Benefits	65,215	71,625	706,019	717,625	11,606		1,013,400
Supplies	8,260	9,667	69,108	87,000	17,892		116,000
Professional Fees	4,361	3,687	74,465	38,937	(35,527)	5	50,000
Other	10,099	8,066	96,526	84,958	(11,568)	6	109,156
	<u>99,288</u>	<u>104,708</u>	<u>1,078,539</u>	<u>1,082,733</u>	<u>4,194</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	3,373	2,750	6,692	24,750	18,058		33,000
Civic Relations	0	333	388	3,000	2,612		4,000
Insurance	2,970	0	176,440	166,872	(9,568)	7	166,872
Donations	895	3,167	26,921	28,500	1,579		38,000
Cost of Assessment	0	0	242,707	242,707	0		242,707
Property Taxes - L.P.P.	0	0	7,654	8,000	346		8,000
	<u>7,238</u>	<u>6,250</u>	<u>460,801</u>	<u>473,829</u>	<u>13,028</u>		<u>492,579</u>
	<u>118,356</u>	<u>123,619</u>	<u>1,649,495</u>	<u>1,675,123</u>	<u>25,627</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	1,723,509	1,724,568	1,059		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>191,501</u>	<u>191,619</u>	<u>1,726,309</u>	<u>1,727,368</u>	<u>1,059</u>		<u>2,302,224</u>
Fire							
Fire Protection	146,319	146,319	1,512,993	1,512,524	(469)		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>1,892,993</u>	<u>1,892,524</u>	<u>(469)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	106,373	106,373	0		141,831
EMO Director/Committee	80	1,250	719	11,250	10,531		15,000
	<u>11,899</u>	<u>13,069</u>	<u>107,092</u>	<u>117,623</u>	<u>10,531</u>		<u>156,831</u>
Other							
Animal & Pest Control	659	792	5,000	7,125	2,125		9,500
Other	9,854	833	12,003	7,500	(4,503)	8	10,000
	<u>10,513</u>	<u>1,625</u>	<u>17,003</u>	<u>14,625</u>	<u>(2,378)</u>		<u>19,500</u>
Total Protective Services	<u>360,232</u>	<u>352,632</u>	<u>3,743,397</u>	<u>3,752,140</u>	<u>8,743</u>		<u>4,810,037</u>

2018November13OpenSessionFINAL_151

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	116,795	139,108	1,328,854	1,425,834	96,980	9	1,860,563
Workshops, Yards & Equipment	32,165	39,563	429,406	412,917	(16,489)	10	537,500
Engineering	0	625	4,816	5,625	809		7,500
	<u>148,960</u>	<u>179,296</u>	<u>1,763,076</u>	<u>1,844,376</u>	<u>81,300</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	0	3,333	9,243	30,000	20,757		40,000
Roads & Streets	8,749	5,667	48,478	51,000	2,522		68,000
Crosswalks & Sidewalks	2,208	1,724	14,548	14,237	(311)		19,410
Culverts & Drainage Ditches	5,214	6,250	29,527	56,250	26,723		75,000
Snow & Ice Removal	0	1,250	373,225	351,250	(21,975)	11	500,000
2018 Flood Costs	68,784	0	472,163	0	(472,163)	12	0
	<u>84,956</u>	<u>18,224</u>	<u>947,185</u>	<u>502,737</u>	<u>(444,448)</u>		<u>702,410</u>
Street Lighting							
Street Lighting	11,564	12,167	101,522	109,500	7,978		146,000
Traffic Services							
Street Signs	746	1,250	5,755	11,250	5,495		15,000
Traffic Lanemarking	0	0	22,872	25,000	2,128		25,000
Traffic Signals	592	1,667	14,768	15,000	232		20,000
Railway Crossing	3,617	1,500	17,657	13,500	(4,157)		18,000
	<u>4,955</u>	<u>4,417</u>	<u>61,052</u>	<u>64,750</u>	<u>3,698</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	0	0	34,119	32,000	(2,119)		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>146</u>	<u>208</u>	<u>42,433</u>	<u>40,875</u>	<u>(1,558)</u>		<u>73,500</u>
Total Transportation Services	<u>250,582</u>	<u>214,312</u>	<u>2,915,268</u>	<u>2,562,238</u>	<u>(353,030)</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	13,849	16,083	144,349	144,750	400		193,000
Solid Waste Disposal Compost	1,933	2,083	18,308	18,750	442		25,000
Solid Waste Collection	21,864	21,667	196,773	195,000	(1,773)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	68,090	71,250	3,160		95,000
Clean Up Campaign	0	0	28,940	35,500	6,560		40,000
	<u>45,211</u>	<u>47,750</u>	<u>456,460</u>	<u>465,250</u>	<u>8,790</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	23,145	28,359	281,594	315,923	34,329	13	401,000
Planning Projects	5,196	12,083	76,031	108,750	32,719	14	145,000
Heritage Committee	381	208	381	1,875	1,494		2,500
	<u>28,722</u>	<u>40,651</u>	<u>358,005</u>	<u>426,548</u>	<u>68,543</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	7,201	7,202	64,816	64,816	0		86,422
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>7,201</u>	<u>7,202</u>	<u>67,945</u>	<u>68,016</u>	<u>71</u>		<u>89,622</u>
	<u>35,923</u>	<u>47,852</u>	<u>425,950</u>	<u>494,565</u>	<u>68,614</u>		<u>638,122</u>

2018November13OpenSessionFINAL_152

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	19,691	18,071	199,667	199,503	(164)		253,717
Beaches	393	0	28,863	53,419	24,556	15	53,419
Rothsay Arena	14,797	23,237	217,531	242,364	24,833	16	329,680
Memorial Centre	4,279	4,083	50,401	44,750	(5,651)	17	57,000
Summer Programs	1,539	1,373	56,989	58,802	1,814		60,862
Parks & Gardens	46,650	50,180	429,398	469,385	39,987	18	581,700
Rothsay Common Rink	966	813	42,912	37,962	(4,950)	19	45,005
Playgrounds and Fields	16,022	9,167	85,963	82,500	(3,463)		110,000
Regional Facilities Commission	0	0	283,849	283,849	0		378,465
Kennebecasis Public Library	7,080	7,042	63,724	63,375	(349)		84,500
Special Events	479	833	25,637	32,833	7,196		43,500
Rothsay Living Museum	0	125	209	1,125	916		1,500
	<u>111,895</u>	<u>114,924</u>	<u>1,485,143</u>	<u>1,569,867</u>	<u>84,725</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	288	327	117,596	117,764	168		227,303
Debenture Payments	0	0	447,000	447,000	0		1,009,000
	<u>288</u>	<u>327</u>	<u>564,596</u>	<u>564,764</u>	<u>168</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>288</u>	<u>327</u>	<u>564,596</u>	<u>564,764</u>	<u>168</u>		<u>3,679,803</u>

2018 November 13 Open Session FINAL 153

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Licenses & Permits	\$ 121,571	\$ 76,744	\$ 44,827	new homes
2	Interest & Sundry	\$ 24,017	\$ 9,750	\$ 14,267	Includes interest on Hillcrest receivable
3	Miscellaneous Revenue	\$ 37,567	\$ 6,844	\$ 30,723	Insurance proceeds
4	Grant - Other	\$ 12,270	\$ 20,000	\$ (7,730)	Federal grants not yet received
		Total		\$ 82,087	
		Variance per Statement		\$ 90,248	
		Explained		90.96%	
Expenses					
General Government					
5	Professional Fees	\$ 74,465	\$ 38,937	\$ (35,528)	CAMP and actuarial review
6	Administrative - Other	\$ 96,526	\$ 84,958	\$ (11,568)	Sage coverage for the year, WHSCC high
7	Insurance	\$ 176,440	\$ 166,872	\$ (9,568)	Includes claim payments
Protective Services					
8	Protective Services - Other	\$ 12,003	\$ 7,500	\$ (4,503)	Hydrant repairs
Transportation					
9	Administration (Wages & Benefits)	\$ 1,328,854	\$ 1,425,834	\$ 96,980	Wages under budget, Safety Services not used yet
10	Workshops, Yards & Equipment	\$ 429,406	\$ 412,917	\$ (16,489)	Vehicle repairs, shop supplies, tires over budget
11	Snow & Ice Removal	\$ 373,225	\$ 351,250	\$ (21,975)	Salt & Sand purchases, edges purchased
12	2018 Flood Costs	\$ 472,163	\$ -	\$ (472,163)	Majority to be reimbursed
Environmental Health					
				\$ -	
Environmental Development					
13	Administration	\$ 281,594	\$ 315,923	\$ 34,329	By-law Enforcement, Software & Equipment under budget
14	Planning Project	\$ 76,031	\$ 108,750	\$ 32,719	Not used yet
Recreation & Cultural Services					
15	Beaches	\$ 28,863	\$ 53,419	\$ 24,556	Fewer lifeguards than expected
16	Rothesay Arena	\$ 217,531	\$ 242,364	\$ 24,833	Ice plant work not done yet
17	Memorial Centre	\$ 50,401	\$ 44,750	\$ (5,651)	Purchase of heat pumps, fridge
18	Parks & Gardens	\$ 429,398	\$ 469,385	\$ 39,987	Timing
19	Common Rink	\$ 42,912	\$ 37,962	\$ (4,950)	Purchase of AED, Building Maint. higher than budget
Fiscal Services					
				\$ -	
		Total		\$ (328,991)	
		Variance per Statement		\$ (156,364)	
		Explained		210.40%	

2018November13OpenSessionFINAL_154

Town of Rothesay

Capital Projects 2018
General Fund
9 Months Ended 9/30/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual			
General Government				Town Hall					
12010560 General Gov't Equipment Purchases G-2018-006	47,000	31,674	15,326		47,000	31,674			
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541		47,000	31,674			
12026160 Seniors' Project G-2018-010	0	-51,990	51,990						
Total General Government	\$137,000	\$25,143	\$111,857						
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192						
Total Protective Services	\$81,500	\$26,308	\$55,192						
Transportation				Transportation Equipment Purchases T-2018-003					
12021360 Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506		Budget	Actual			
12023760 Eriskay Upgrade T-2018-001	503,000	824,797	-321,797	Trackless	190,000	164,840			
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	1,381,964	245,036	Backhoe	200,000	189,736			
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000	One ton plow truck	100,000				
12023860 Engineering 2019 Streets T-2019-001	60,000	5,093	54,907	3/4 ton 4WD	50,000	62,918			
12013560 Land Aquisitions	0	59,471	-59,471		540,000	417,494			
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	514	124,486						
12026460 Salt Storage Facility T-2018-018	40,000	33,679	6,321						
Total Transportation	\$3,945,000	\$2,723,012	\$1,221,988						
Recreation				Recreation Equipment Purchases R-2018-004					
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145	Tractor replacement	80,000	91,145			
12020760 Trail Development R-2018-007	140,000	10,590	129,410		80,000	91,145			
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	2,390						
Total Recreation	\$220,000	\$104,125	\$115,875						
Total	\$4,383,500	\$2,878,588	\$1,504,912						
Not yet assigned:				Sundry Transportation					
Designated Highway	400,000			Clark/Gondola Intersection		90,000			
Sundry Transportation	150,000			Strong Court Cul de Sac		20,000			
	550,000			Sunset Lane Cul de Sac		10,000			
				Various Curb, Gutter & Sidewalk Impr		20,000			
Carryovers						150,000			
Funded from Reserves									
12010060 2017 3/4 ton 4WD		40,241							
12025360 Asphalt/Microseal T-2017-001		52,412							
12025560 Underground Diesel Storage Tank T-2017-008		679							
12025760 Picnic Shelter & Viewing Deck R-2017-014		33,839							
12023360 Wells Trail R-2014-019		1,442							
		128,613							
Total	\$4,933,500	\$3,007,201	\$1,504,912						
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

2018November13OpenSessionFINAL_155

Town of Rothesay

Capital Projects 2018

General Fund

10 Months Ended 10/31/18

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
12010560 General Gov't Equipment Purchases G-2018-006	47,000	45,302	1,698
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541
12026160 Seniors' Project G-2018-010	0	-51,990	51,990
Total General Government	\$137,000	\$38,771	\$98,229

	Budget	Actual
Town Hall	47,000	31,674
	<u>47,000</u>	<u>31,674</u>

Protective Services			
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192
Total Protective Services	\$81,500	\$26,308	\$55,192

Transportation			
12021360 Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506
12023760 Eriskay Upgrade T-2018-001	503,000	824,797	-321,797
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	1,398,287	228,713
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000
12023860 Engineering 2019 Streets T-2019-001	60,000	17,851	42,149
12013560 Land Aquisitions	0	59,471	-59,471
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	34,111	90,889
12026460 Salt Storage Facility T-2018-018	40,000	42,606	-2,606
Total Transportation	\$3,945,000	\$2,794,617	\$1,150,383

	Budget	Actual
Transportation Equipment Purchases T-2018-003		
Trackless	190,000	164,840
Backhoe	200,000	189,736
One ton plow truck	100,000	
3/4 ton 4WD	50,000	62,918
	<u>540,000</u>	<u>417,494</u>

Recreation			
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145
12020760 Trail Development R-2018-007	140,000	11,997	128,003
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390
Total Recreation	\$220,000	\$105,532	\$114,468

	Budget	Actual
Recreation Equipment Purchases R-2018-004		
Tractor replacement	80,000	91,145
	<u>80,000</u>	<u>91,145</u>

Total	\$4,383,500	\$2,965,228	\$1,418,272
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Not yet assigned:
Designated Highway
Sundry Transportation

Designated Highway	400,000
Sundry Transportation	150,000
	<u>550,000</u>

Sundry Transportation	
Clark/Gondola Intersection	90,000
Strong Court Cul de Sac	20,000
Sunset Lane Cul de Sac	10,000
Various Curb, Gutter & Sidewalk Impri	20,000
	<u>150,000</u>

Carryovers
Funded from Reserves

12010060 2017 3/4 ton 4WD	40,241
12025360 Asphalt/Microseal T-2017-001	52,412
12025560 Underground Diesel Storage Tank T-2017-008	679
12025760 Picnic Shelter & Viewing Deck R-2017-014	33,839
12023360 Wells Trail R-2014-019	1,442
	<u>128,613</u>

Total	\$4,383,500	\$3,093,841	\$1,418,272
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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>

Town of Rothesay

Utility Fund Financial Statements

September 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 - September

U6

Project Listing - October - Draft!

U7

Town of Rothesay
Capital Balance Sheet
As at 9/30/18

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
	<u>51,760,126</u>

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)
	<u>(14,995,151)</u>

TOTAL ASSETS	<u><u>36,764,975</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	8,161,726
Total Liabilities	<u>8,835,766</u>

EQUITY

Investments:

Investment in Fixed Assets	27,929,208
Total Equity	<u>27,929,208</u>

TOTAL LIABILITIES & EQUITY	<u><u>36,764,974</u></u>
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Town of Rothesay

Utility Reserve Balance Sheet
As at 9/30/18

ASSETS

Assets:	
Bank - Utility Reserve	879,916
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 890,771</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	556,072
Invest. in Utility Operating Reserve	102,142
Invest. in Sewage Outfall Reserve	232,557
TOTAL EQUITY	<u>\$ 890,772</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 9/30/18

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	892,903
Accounts Receivable - Misc.	181,200
Total Current Assets	<u>1,074,103</u>
Other Assets:	
Projects	878,640
	<u>878,640</u>
 TOTAL ASSETS	 <u>\$ 1,952,743</u>

LIABILITIES

Accrued Payables	47,201
Due from General Fund	993,431
Due from (to) Capital Fund	(674,040)
Due to (from) Utility Reserve	10,855
Deferred Revenue	18,685
Total Liabilities	<u>396,133</u>

EQUITY

Surplus:	
Opening Retained Earnings	11,808
Profit (Loss) to Date	1,544,802
	<u>1,556,610</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,952,743</u>

Town of Rothesay
Utilities Operating Income Statement
 9 Months Ended 9/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	274,957	240,125	819,255	753,625	65,630	1	1,000,000
Meter and non-hookup fees	11,572	8,750	34,732	26,250	8,482		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	3,546	0	1,622,023	1,610,000	12,023		1,610,000
Connection Fees	11,500	5,556	173,925	43,333	130,592	2	60,000
Interest Earned	7,799	4,167	66,881	37,500	29,381	3	50,000
Misc. Revenue	1,057	406	4,282	3,656	625		4,875
Infrastructure Grants	0	0	49,782	0	49,782	4	0
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	310,430	259,003	3,231,078	2,934,490	296,589		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	94,000	93,500	281,500	281,000	(500)		374,000
Audit/Legal/Training	52	833	6,767	10,500	3,733		13,000
Purification & Treatment	11,697	26,333	306,919	257,000	(49,918)	5	336,000
Transmission & Distribution	1,887	8,000	74,324	72,000	(2,324)		96,000
Power & Pumping	3,010	3,583	33,369	32,250	(1,119)		43,000
Billing/Collections	98	417	915	3,750	2,835		5,000
Water Purchased	174	42	547	375	(172)		500
Misc. Expenses	0	1,542	5,637	13,875	8,238		18,500
TOTAL WATER SUPPLY	110,917	134,250	709,977	670,750	(39,227)		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	141,000	141,500	423,500	424,000	500		566,000
Audit/Legal/Training	600	1,500	4,553	20,500	15,947	6	25,000
Collection System Maintenance	592	9,667	10,140	35,000	24,860	7	64,000
Sewer Claims	(289)	1,667	985	15,000	14,015		20,000
Lift Stations	1,450	3,333	23,077	30,000	6,923		40,000
Treatment/Disposal	4,595	4,167	57,858	43,500	(14,358)	8	56,000
Infiltration Study	4,735	0	64,218	0	(64,218)	9	0
Misc. Expenses	165	397	8,516	6,240	(2,276)		7,431
TOTAL SWGE COLLECTION & DISPOSAL	152,848	162,230	592,847	574,240	(18,608)		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	10,000	10,000	10	25,000
Interest on Long-Term Debt	94,390	94,390	195,100	195,100	0		286,217
Principal Repayment	156,352	156,352	188,352	188,352	0		536,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
TOTAL FISCAL SERVICES	250,741	255,741	383,452	393,452	10,000		1,544,569
TOTAL EXPENSES	514,507	552,222	1,686,276	1,638,442	(47,834)		3,209,000
NET INCOME (LOSS) FOR THE PERIOD	(204,077)	(293,218)	1,544,802	1,296,048	248,754		11,000

Town of Rothesay

2018November13OpenSessionFINAL_161

Variance Report - Utility Operating
9 months ending September-30-18

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 819,255	\$ 753,625	\$ 65,630	Residential usage higher than budgeted
2	Connection Fees	\$ 173,925	\$ 43,333	\$ 130,592	New home starts
3	Interest Earned	\$ 66,881	\$ 37,500	\$ 29,381	Interest on accounts receivable
4	Infrastructure Grants	\$ 49,782	\$ -	\$ 49,782	Infiltration study
Water Supply					
5	Purification & Treatment	\$ 306,919	\$ 257,000	\$ (49,919)	Well re-hab
Sewerage Collection & Disposal					
6	Audit/Legal/Training	\$ 4,553	\$ 20,500	\$ 15,947	Training not used yet
7	Collection Systems Maint.	\$ 10,140	\$ 35,000	\$ 24,860	Flushing not started
8	Treatment & Disposal	\$ 57,858	\$ 43,500	\$ (14,358)	Power use high
9	Infiltration Study	\$ 64,218	\$ -	\$ (64,218)	reimbursed by grants
Fiscal Services					
10	Interest on Bank Loans	\$ -	\$ 10,000	\$ 10,000	Not needed yet

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Town of Rothesay

Capital Projects 2017
Utility Fund
9 Months Ended 9/30/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
WATER						
12043430	Well Development - Quality W-2018-003	100,000	39,699	60,301		
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000		
12044530	Membranes W-2018-004	200,000	65,735	134,265		
		<u>\$ 750,000</u>	<u>\$ 105,434</u>	<u>\$ 644,566</u>		
SEWER						
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	306,669	2,193,331		
			<u>960,342</u>			
			1,267,011			
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000		
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860		
		<u>4,200,000</u>	<u>1,599,871</u>	<u>3,560,471</u>		
	Unassigned:					
	Hampton Rd Designated Highway	75,000				
	SCADA Changeover	35,000				
	Back Up Power	12,000				
	SCBA Equipment	15,000				
		<u>137,000</u>	<u>-</u>	<u>-</u>		
Total Approved		<u>5,087,000</u>	<u>1,705,304</u>	<u>4,205,038</u>		
Carryovers						
Funded from Reserves						
12043830	Water Plant Aux Building W-2016-002		107,975			
12033530	Hampton Road Watermain W-2017-002		<u>25,702</u>			
			<u>133,678</u>			
		<u>5,087,000</u>	<u>1,838,982</u>	<u>4,205,038</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

10 Months Ended 10/31/18

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	44,026	55,974
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
12044530	Membranes W-2018-004	200,000	197,204	2,796
12042530	Misc Water Projects 2018	-	3,050	-3,050
		<u>\$ 750,000</u>	<u>\$ 244,280</u>	<u>\$ 505,720</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	306,669	2,193,331
			960,342	
			<u>1,267,011</u>	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860
		<u>4,200,000</u>	<u>1,599,871</u>	<u>3,560,471</u>

Unassigned:				
	Hampton Rd Designated Highway	75,000		
	SCADA Changeover	35,000		
	Back Up Power	12,000		
	SCBA Equipment	15,000		
		<u>137,000</u>		

Total Approved		<u>5,087,000</u>	<u>1,844,151</u>	<u>4,066,191</u>
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Carryovers

Funded from Reserves

12043830	Water Plant Aux Building W-2016-002		107,975	
12033530	Hampton Road Watermain W-2017-002		25,702	
			<u>133,678</u>	
		<u>5,087,000</u>	<u>1,977,829</u>	<u>4,066,191</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

FINANCE COMMITTEE

October 23, 2018

In attendance:

Councillor Grant Brenan, Chairman

Deputy Mayor Matt Alexander

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:20. The agenda (MA/DS) and minutes (DS/NG) were accepted as presented.

September Financial Statements

General Fund – Treasurer MacDonald said there were no surprises, we still expect a small surplus at the end of the year. There will be some items covered by transfers from the Operating Reserve, such as the payment to the Canada Games Aquatic Centre, KRPF and the flood. He updated us on the status of the flood recovery. There were a couple of questions on line items including hydrant repair and flood costs.

Utility Fund – Treasurer MacDonald explained we were over budget in revenue on Sale of Water, but will be over on Purification. Transfers to Reserves is an in and out with Connection Fees.

Joint Meeting Quispamsis

Monday, October 25, 8:30 a.m.

These items are for discussion only.

Police Budget – there were numerous questions on line items. Specifically, new staffing arrangements and costs were discussed. Contract negotiations are ongoing.

Fire Budget – Treasurer MacDonald calculated the increases in these budgets reflect a \$130,000 increase cost to Rothesay. The Department is also under contract negotiations. The department have asked the Province to increase the share the LSD's contribute, with no response to date. The Rothesay share of the proposed Capital budget is \$325,000. There was also the question of using large engines for medical calls. That issue should be brought before Council.

Library – there were no questions or comments.

Funding Requests

Cherry Brook Zoo - It was agreed to **recommend to Council to deny the request.** (NG/MA)

Festival of Trees – Mayor Grant left the meeting and it was agreed to fund \$100 from Mayor’s budget.

RHS Interact (Night at the Races) – Mayor Grant returned and Councillor Shea left the meeting. It was agreed to fund them \$100 from the Mayor’s budget.

Crimestoppers – It was agreed to fund them \$2,800 for 2019, and to ask them for additional financial information. The recommendation will come at budget time.

KVCDP – It was agreed to include \$5,500 in the budget for 2019, down from \$7,000 in 2018.

Enterprise Saint John

The amount requested is an increase of \$12,400. There have been no increases for 5 years. Mayor Grant advised she will bring it up at the Mayor’s caucus tomorrow, and we will discuss at the Joint meeting as well.

Compliance Report

For information purposes.

Budget Schedule

The proposed meetings are as follows:

Finance Committee - November 15th – initial discussion re budget “principles”

Finance Committee - November 22nd – review of first draft of all budgets

Council working session and public meeting - November 26th - detailed review

Finance Committee - November 29th – if necessary to review amendments

December 3rd, 4th or 5th, if necessary. Council and/or Finance

December 10th – Council approval

It was agreed by vote that Deputy Mayor Matt Alexander will be appointed Vice-Chairman (DS/NG)

The meeting adjourned at 10:15.

Grant Brenan – Chairman

Ellen K. Steeves, Recording Secretary

Town of Rothesay

31/10/2018 219500-60

Donations/Cultural Support	Budget 2018	Paid to date	
KV3C	2,500.00		in kind
NB Medical Education Trust	5,000.00	5,000.00	
SJRH	2,500.00	2,500.00	
KV Food bank	6,000.00		
YMCA Camp Glenburn	2,500.00		
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	2,500.00	2,500.00	
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00	10,000.00	5 year commitment started in 2015
sub	33,000.00	22,000.00	
Other:	5,000.00		
Junior Achievement		300.00	Futures Unlimited banquet
Anglican Parish of Fundy & the Lakes		50.00	
Symphony NB		500.00	
Heart & Stroke		45.34	
Sable River Fire Dept.		50.00	
International Women's Day		350.00	
RHS Youth for Youth		50.00	
Masters Ladies Curling Team		200.00	
Christmas with the Cops		100.00	
NB Competitive Festival of Music		250.00	
Touchstone Academy		390.00	Amazatorium
Rothesay Netherwood School		300.00	Art Show Ad
NB Heart & Stroke		50.00	
St. Marks		50.00	Renovation Fund
Kennebecasis Lions		240.00	
International Women's Day		100.36	
Miss Teen Maritime International		200.00	
Rothesay High Safe Grad		100.00	
Rothesay Yacht Club		200.00	
KV Players		500.00	
Hugh Flemming		45.34	
KV Old Boys		150.00	
KV Peewee AAA Red Sox		200.00	
Tracy Friars Let's Celebrate		500.00	Five Priority Neighbourhoods
Royal Canadian Legion		100.00	Wreaths
Rothesay High School		100.00	Night at the Races
St. David's United Church		100.00	Festival of Trees
Fundy Soccer		250.00	Under 15 Girls Soccer
sub	5,000.00	5,471.04	
	<u>38,000.00</u>	<u>27,471.04</u>	
G/L Balance		<u>27,471.04</u>	
		-	
Mayor's Expense	7,500.00		
Cell		208.58	
McPhee's		11.00	
Travel		61.91	
Pro Kids Fundraising Dinner		250.00	
The Chamber		49.83	Distinguished Speaker Series
Rotary Club of SJ		300.00	Honouring Friars Sisters
The Chamber		36.45	
Royal Canadian Legion		250.00	Ice Cream Social
New Brunswick Museum		70.00	
The Chamber		260.71	Business Awards
RNS		100.00	Fundraiser
UMNB Annual meeting		140.10	
Hestia House		200.00	Honouring Greg Zed
Big Brothers Big Sisters of Saint John		75.00	Inspire Mentoring Awards
Dr. David Stephen Memorial Foundation		200.00	Annual dinner
Royal United Services Institute of NB		120.00	Pre-Remembrance Day Dinner tickets
	<u>7,500.00</u>	<u>2,333.58</u>	
G/L Balance		<u>2,333.58</u>	
		-	
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
	<u>62,800.00</u>	<u>39,604.62</u>	



TO: MAYORS & COUNCILS
• Quispamsis
• Rothesay

FROM: C. Snow for Joint Finance Committee

DATE: October 31, 2018

**RE: Recommendations From October 29, 2018 Joint Finance Committee
On Shared 2019 Budgets**

This will confirm the Joint Finance Committee of Quispamsis and Rothesay met on October 29, 2018 at the Quispamsis Town Hall. At the meeting, the Kennebecasis Public Library, Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force presented their respective 2019 budgets.

Following the presentations, the Joint Finance Committee unanimously passed the following motions for your consideration:

1. **Kennebecasis Public Library - Moved By . . .** The Joint Finance Committee recommends to the Councils of the Towns of Quispamsis and Rothesay acceptance of the proposed 2019 Kennebecasis Public Library Budget as prepared. **Motion Carried**
2. **Kennebecasis Valley Fire Department Inc. - Moved By . . .** The Joint Finance Committee recommends to the Councils of the Towns of Quispamsis and Rothesay acceptance of the proposed 2019 Kennebecasis Valley Fire Department Inc.'s Budget with the deferral of the Replacement Vehicle for the Toyota Sienna,(-\$45,000), to a future year's budget. **Motion Carried**
3. **Kennebecasis Regional Police Force - Moved By . . .** The Joint Finance Committee recommends to the Councils of the Towns of Quispamsis and Rothesay acceptance of the proposed 2019 Kennebecasis Regional Police Force's budget with the deferral of the Forensic Specialist Position, (-\$92,500) at this time, acknowledging

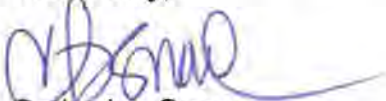
that if needed, this service can be acquired through neighbouring policing jurisdictions.

Motion Carried

Regional Ice Strategy - In addition, the Joint Finance Committee recommend the postponement of the Regional Service Commission's Regional Ice Strategy Presentation until such time there is specific recommendations concerning this matter.

Trusting the above referenced recommendations meet with your approval.

Yours truly,



Catherine Snow
Town Clerk/Recording Secretary
Joint Finance Committee

Enclosures – Proposed 2019 Budgets

- Kennebecasis Public Library
- Kennebecasis Valley Fire Department Inc. &
- Kennebecasis Regional Police Force



KENNEBECASIS PUBLIC LIBRARY

2019 Proposed Operating Budget Overview vs. 2018

Description	2019	2018	Change vs 2018%	Change	Note
	Proposed Budget			Budget	
Building Maintenance	70,828	71,546	-1%	-718	
Communications	9,786	9,294	5%	492	Slight increase in internet costs.
Grounds & Roads Mtce.	20,500	20,000	3%	500	
Insurance	7,587	7,392	3%	195	
Miscellaneous Expense	1,880	2,000	-6%	-120	
Office Expenses	9,000	8,600	5%	400	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,600	10,660	-1%	-60	
Programs	4,500	3,500	29%	1,000	1640 programs offered in 2016, and 1807 offered in 2017. Increase anticipated for 2018 as well.
Public Relations	3,000	3,000	0%	0	
Small Equipment and Furniture	8,265	8,265	0%	0	
Utilities	54,711	53,634	2%	1,077	
Wages	22,738	22,738	0%	0	
Total Operating Expenses	225,395	222,629	1%	2,766	
Revenue	-\$4,500	-\$4,500			
Deficit (Surplus) 2nd Previous Year	-\$2,723	-\$204			
Municipal Fundings - Operations	218,172	217,925	0%	247	

THANK YOU FOR YOUR SUPPORT!

Operating Budget - DRAFT

Line No.		ACTUAL	OUTLOOK		BUDGET	BUDGET	Budget change 2018-2019		2019 Budget vs 2018 outlook	
		12/31/2017	End of Year 2018	Budget Variances (over)/under	2018	2019	\$	%	\$	%
REVENUE:										
1	Members Contributions	\$ 4,599,982	\$ 4,666,515	\$ 0	\$ 4,666,515	\$ 5,024,883	\$ 358,368	7.68%	\$ 358,368	7.68%
2	Rebate of Property Tax	45,055	45,793	738	45,055	45,506	451	1.00%	(288)	-0.63%
3	Local Service Districts	94,903	97,174	0	97,174	0	(97,174)	-100.00%	(97,174)	-100.00%
4	Revenue Fee Structure	105	140	40	100	150	50	50.00%	10	7.14%
5	Misc. Revenue	18,180	0	0	0	20,000	20,000	0.00%	20,000	0.00%
6	Interest Income C/A	6,806	9,606	4,606	5,000	7,500	2,500	50.00%	(2,106)	-21.92%
7	Surplus 2nd previous year	54,534	123,152	0	123,152	113,298	(9,854)	-8.00%	(9,854)	-8.00%
8		\$ 4,819,565	\$ 4,942,380	\$ 5,384	\$ 4,936,996	\$ 5,211,337	\$ 274,340	5.56%	\$ 268,956	5.44%
EXPENSES:										
ADMINISTRATION:										
9	Admin. Wages and Benefits	\$ 577,250	\$ 605,488	\$ (12)	\$ 605,500	\$ 629,400	\$ 23,900	3.95%	\$ 23,912	3.95%
10	Convention/dues/training	12,172	15,000	0	15,000	16,000	1,000	6.67%	1,000	6.67%
11	Administrative Agreement - (paid to Rothesay)		4,000	4,000	0	12,000	12,000		8,000	200.00%
11	Professional Services	19,603	40,000	0	40,000	53,000	13,000	32.50%	13,000	32.50%
13	Office supplies/Copy Machine/ S/C	7,863	8,000	-0	8,000	9,425	1,425	17.81%	1,425	17.81%
14	Computer hardware/software/IT	10,042	16,700	0	16,700	32,000	15,300	91.61%	15,300	91.61%
15	Telephone/ Internet	13,099	13,500	0	13,500	13,500	0	0.00%	(0)	0.00%
16		\$ 640,029	\$ 702,688	\$ 3,988	\$ 698,701	\$ 765,326	\$ 66,624	9.54%	\$ 62,636	8.91%
FIREFIGHTING FORCE:										
17	Salaries Basic	\$ 2,411,785	\$ 2,444,003	\$ (75,481)	\$ 2,519,484	\$ 2,653,400	\$ 133,916	5.32%	\$ 209,397	8.57%
18	Overtime	77,573	37,460	(22,540)	60,000	60,000	0	0.00%	22,540	60.17%
19	Vacation Pay on Retirement	9,461	8,601	(215)	8,816	0	(8,816)	-100.00%	(8,601)	-100.00%
20	Force Benefits	565,777	577,198	(18,502)	595,700	619,200	23,500	3.94%	42,002	7.28%
21	Career Uniforms and maintenance	24,270	23,767	(4,233)	28,000	28,000	0	0.00%	4,233	17.81%
22	Medical and Fitness Testing	17,428	21,000	0	21,000	21,000	0	0.00%	(0)	0.00%
23	Career Recognition	1,581	3,500	0	3,500	1,000	(2,500)	-71.43%	(2,500)	-71.43%
24	Holiday Relief Wages and overtime	310,806	288,198	(23,402)	311,600	328,500	16,900	5.42%	40,302	13.98%
25	Holiday Relief Benefits	92,536	101,227	(8,173)	109,400	123,300	13,900	12.71%	22,073	21.81%
26		\$ 3,511,217	\$ 3,504,953	\$ (152,547)	\$ 3,657,500	\$ 3,834,400	\$ 176,900	4.84%	\$ 329,447	9.40%
TELECOMMUNICATIONS:										
27	Cellular Telephones	\$ 4,861	\$ 5,473	\$ (1,327)	\$ 6,800	\$ 6,000	\$ (800)	-11.76%	\$ 527	9.63%
28	Communication Equipment	2,712	2,000	(500)	2,500	500	(2,000)	-80.00%	(1,500)	-75.00%
29	Maintenance / Repairs	1,155	678	(822)	1,500	1,500	0	0.00%	822	121.27%
30		\$ 8,728	\$ 8,151	\$ (2,649)	\$ 10,800	\$ 8,000	\$ (2,800)	-25.93%	\$ (151)	-1.85%
INSURANCE:										
31	Insurance	\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
32		\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
PREVENTION AND TRAINING:										
33	Firefighter / Co. Officer Training	\$ 20,638	\$ 36,000	\$ (0)	\$ 36,000	\$ 36,000	\$ -	0.00%	\$ 0	0.00%
34	Fire Prevention	6,897	7,000	0	7,000	8,000	1,000	14.29%	1,000	14.29%
35	Public Education	0	3,000	0	3,000	4,500	1,500	50.00%	1,500	50.00%
36	Training Supplies	2,509	2,000	0	2,000	2,000	0	0.00%	-	0.00%
37		\$ 30,044	\$ 48,000	(0)	\$ 48,000	\$ 50,500	\$ 2,500	5.21%	\$ 2,500	5.21%
FACILITIES:										
38	Station 1 Operating	\$ 164,563	\$ 174,063	\$ 1,253	\$ 172,810	\$ 180,700	\$ 7,890	4.57%	\$ 6,637	3.81%
39	Station 2 Operating	18,992	18,700	0	18,700	18,700	0	0.00%	0	0.00%
40	Station 2 Rent - Quispamsis	48,907	49,874	0	49,874	50,871	997	2.00%	997	2.00%
41	Station Supplies	10,365	12,000	0	12,000	12,000	0	0.00%	0	0.00%
42		\$ 242,827	\$ 254,637	\$ 1,253	\$ 253,384	\$ 262,271	\$ 8,887	3.51%	\$ 7,634	3.00%
FLEET:										
43	Fuel Vehicle	\$ 23,407	\$ 20,871	\$ (2,129)	\$ 23,000	\$ 17,250	\$ (5,750)	-25.00%	\$ (3,621)	-17.35%
44	Registration Vehicle	402	342	(208)	550	550	0	0.00%	208	60.82%
45	Vehicle Maint. & Repairs	74,559	116,704	51,704	65,000	90,000	25,000	38.46%	(26,704)	-22.88%
46		\$ 98,368	\$ 137,918	\$ 49,368	\$ 88,550	\$ 107,800	\$ 19,250	21.74%	\$ (30,118)	-21.84%
OPERATIONS:										
47	New Equipment	\$ 16,595	\$ 18,000	\$ 0	\$ 18,000	\$ 18,000	\$ -	0.00%	\$ (0)	0.00%
48	Maint. & Repairs Equip.	13,719	23,000	6,000	17,000	23,000	6,000	35.29%	0	0.00%
49	Maint. & Repairs Bunker Gear	8,862	7,000	4,000	7,000	5,000	(2,000)	-28.57%	(2,000)	-28.57%
50	Medical supplies	5,815	5,000	4,000	5,000	5,000	0	0.00%	0	0.01%
51	Fire fighting supplies	3,816	3,500	4,000	3,500	3,500	0	0.00%	0	0.00%
52	H&S/Cause determination	1,016	1,000	(1,000)	2,000	2,000	0	0.00%	1,000	99.96%
53		\$ 49,823	\$ 57,500	\$ 17,000	\$ 52,500	\$ 56,500	\$ 4,000	7.62%	\$ (1,000)	-1.74%
WATER COSTS:										
54	Water Costs - Quispamsis	\$ 4,504	\$ 4,797	\$ 0	\$ 4,797	\$ 4,940	\$ 144	3.00%	\$ 143	2.99%
55	Water Costs - Rothesay	24,201	24,927	0	24,927	25,674	747	3.00%	747	3.00%
56		\$ 28,705	\$ 29,724	\$ 0	\$ 29,724	\$ 30,614	891	3.00%	\$ 890	3.00%
OTHER:										
57	Miscellaneous	\$ 2,370	\$ 2,000	\$ (1,000)	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 1,000	50.00%
58	Retirement Allowance	59,807	59,800	0	59,800	59,800	0	0.00%	0	0.00%
59		\$ 62,177	\$ 61,800	\$ (1,000)	\$ 62,800	\$ 62,800	\$ -	0.00%	\$ 1,000	1.62%
60		\$ 4,706,267	\$ 4,837,847	\$ (87,148)	\$ 4,936,996	\$ 5,211,337	\$ 274,341	5.56%	\$ 373,490	7.72%
61	SURPLUS FOR THE PERIOD	\$ 113,298	\$ 104,534	\$ 92,532	\$ -	\$ (0)				

Kennebecasis Valley Fire Department - 2019 Capital Budget

Fleet

Replace 1989 GMC Topkick Fire Engine with new - demote 2009 International (E2) to reserve	\$650,000
Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$45,000

Equipment

Bunker gear (11 suits) -Year 3 of 4 year replacement cycle	\$31,200
SCBA - replace 40 facepieces with voice amplifiers	\$17,200
Fitness - update and/or replace existing equipment (Year 4 of 5 year plan)	\$10,000
Thermal Imaging Cameras - replace two oldest units	\$24,500
Desktop Computers + Server - replace 7 computers and network server	\$16,000

**TOTAL CAPITAL
BUDGET**

\$793,900

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2019

Board approved 26Sept2018
 144 FTE + 1 HR person
 111 officers + 1 HR person

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	BUDGETS			Projected	ACTUALS	
	2019	2018	2017	2018	2017	2016
CRIME CONTROL:	\$					
Salaries	3,513,026	3,352,793	3,283,941	3,190,268	3,238,270	3,363,568
Benefits	702,605	670,559	656,788	639,054	574,062	605,225
Training + rifle range	50,000	40,500	40,500	40,500	48,808	35,078
Equipment	20,000	20,000	20,000	20,000	72,203	97,098
Equip repairs & IT support	4,000	4,000	4,000	4,000	4,084	4,168
Communications	82,200	82,200	82,200	82,200	60,374	56,589
Office function	16,000	16,000	16,000	16,000	15,422	12,027
Leasing	16,200	14,200	12,300	16,500	14,282	12,028
Policing-general	32,500	32,500	32,500	57,500	57,021	64,482
Insurance (+3%)	14,977	13,746	11,639	14,541	13,344	11,287
Uniforms	36,000	36,000	36,000	69,700	75,749	58,589
Public Relations	7,000	7,000	7,000	7,000	9,547	7,975
Detention	28,700	26,100	26,100	26,075	26,104	26,064
Investigations	32,000	29,000	29,000	38,819	43,610	34,507
Auxillary	2,500	1,500	1,500	1,500	709	1,223
Taxi & Traffic Bylaw	1,200	1,200	500	500	1,114	1,040
Public Safety/PIMITS (per PNB)	36,942	34,762	33,943	33,715	33,107	32,327
	<u>4,595,850</u>	<u>4,382,060</u>	<u>4,293,911</u>	<u>4,257,872</u>	<u>4,287,810</u>	<u>4,423,275</u>
	4.879%	2.053%	2.578%			
VEHICLES:						
Fuel	108,000	105,000	105,000	103,928	89,571	86,706
Maint./repairs	85,000	85,000	85,000	59,800	64,927	66,560
Insurance (+3%)	24,376	23,492	20,928	23,666	22,810	20,317
New vehicles qty-2	78,000	76,000	76,000	76,000	91,538	156,077
Vehicle technology equipment	6,000	6,000	6,000	6,000	3,212	11,515
	<u>301,376</u>	<u>295,492</u>	<u>292,928</u>	<u>269,394</u>	<u>272,058</u>	<u>341,175</u>
	1.991%	0.875%	-16.598%			
PROPERTY:						
Maintenance	52,500	37,500	37,500	43,057	39,494	32,235
Cleaning	24,500	24,500	24,000	26,250	22,988	23,077
Heat and power	47,000	47,000	47,000	41,013	37,257	40,436
Taxes (2018+2%incr)	47,157	46,232	46,360	46,232	46,232	44,152
Insurance (+3%)	6,047	5,818	5,595	5,871	5,649	5,432
Grounds	11,000	11,000	11,000	23,651	7,854	10,714
New Bldg debenture - int	25,826	26,890	30,000	28,150	29,952	31,476
- princ.	134,000	131,000	130,000	131,000	130,000	128,000
	<u>348,030</u>	<u>329,940</u>	<u>331,455</u>	<u>345,224</u>	<u>319,426</u>	<u>315,522</u>
	5.483%	-0.457%	3.337%			
ADMINISTRATION:						
Salaries	741,091	632,850	617,699	761,704	717,312	652,553
Benefits	174,248	127,745	124,863	159,006	149,156	117,061
Commissionaires	44,800			22,100		
Professional Fees	47,000	41,000	41,000	54,700	36,416	41,534
Travel/Training	18,000	13,000	13,000	18,000	3,948	9,720
Insurance "E&O" + 3%	1,288	1,292	1,292	1,250	1,254	1,254
Labour Relations	10,000	10,000	10,000	10,000	44,902	44,891
Board expenses	5,000	20,000	5,000	5,000	4,961	6,124
	<u>1,041,426</u>	<u>845,887</u>	<u>812,854</u>	<u>1,031,760</u>	<u>957,949</u>	<u>873,137</u>
	23.116%	4.064%	1.836%			
REVENUE:						
- interest	(24,000)	(24,000)	(24,000)	(26,910)	(28,286)	(33,321)
- taxi & traffic bylaw	(5,000)	(5,000)	(5,000)	(5,000)	(4,529)	(7,942)
- other	(66,000)	(60,000)	(60,000)	(60,000)	(64,131)	(104,250)
- Secondments					(219,802)	(362,211)
	<u>(95,000)</u>	<u>(89,000)</u>	<u>(89,000)</u>	<u>(91,910)</u>	<u>(316,748)</u>	<u>(507,724)</u>
	6.742%	0.000%	17.105%			
SECONDMENTS						
Revenue	(217,000)	(211,500)	(294,000)	(200,242)		
Temporary Terms	150,323	145,235	206,872	138,511		
	<u>(66,677)</u>	<u>(66,265)</u>	<u>(87,128)</u>	<u>(61,731)</u>		
	0.622%	-23.945%	15.182%			
SICK PAY/RETIREMENT ACCRUAL:						
Sick pay/ Retirement	65,693	61,547	60,250	61,536	44,129	35,559
Interest & dividends	19,000	19,000	19,000	16,683	21,427	27,753
	<u>84,693</u>	<u>80,547</u>	<u>79,250</u>	<u>78,219</u>	<u>65,556</u>	<u>63,312</u>
TOTAL BUDGET	<u>\$6,209,698</u>	<u>\$5,778,661</u>	<u>\$5,634,270</u>	<u>\$5,828,828</u>	<u>\$5,586,051</u>	<u>\$5,508,697</u>
Legal fees & external investigations - one time costs		10,500	69,260	164,870		
2nd prior yr (surplus) deficit	(117,477)	(74,632)	(114,007)	(74,632)	(114,007)	(112,687)
TOTAL CONTRIBUTION BY TOWNS	<u>\$6,092,221</u>	<u>\$5,714,529</u>	<u>\$5,589,523</u>	<u>\$5,919,066</u>	<u>\$5,472,044</u>	<u>\$5,396,010</u>
	6.609%	2.236%	2.173%	5,719,437	5,589,521	5,470,642
				(199,629)	\$117,477	\$74,632
				surplus (deficit)		surplus

Notes:

CC Equipment - evergreen computers & technical equipment

TELECOM BUDGET 2019

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	-----BUDGETS-----			Projected 2018	-----ACTUALS-----	
	2019	2018	2017		2017	2016
TELECOM:						
City of SJ Comm Centre	373,944	355,049	337,108	355,049	337,108	320,074
Data/networking charges	10,362	10,273	10,273	10,066	9,869	9,770
Telecom retirees health ins		1,500	1,500	298	(1,452)	(1,032)
2nd prior yr (surplus) deficit	(3,356)	(3,041)	97	(3,041)	97	2,161
	380,950	363,781	348,978	362,372	345,622	330,973
Towns' contributions	4.720%	4.242%	4.482%	363,781	348,978	334,014
surplus(deficit)				1,409	3,356	3,041

COST ALLOCATION:

2016 CENSUS		\$ SHARE	/12
11,659	38.988%	148,525	12,377
18,245	61.012%	232,425	19,369
29,904	100.000%	380,950	31,746



ROTHESAY

~~2018 November 13 Open Session FINAL_174~~
Parks and Recreation Committee Meeting
Tuesday, October 16, 2018
Rothesay Town Hall – Common Room
6:30 p.m.



DRAFT

PRESENT: COUNCILLOR MIRIAM WELLS
MARY ANN GALLAGHER
KATE GOODINE
GARY MYLES
CHUCK McKIBBON (*arrived at 6:45 p.m.*)

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

JANE BARRY, KENNEBECASIS PARK COMMUNITY GARDEN

ABSENT: NATHAN DAVIS
COUNCILLOR PETER LEWIS
JANE MacEACHERN
MAUREEN DESMOND
BRENDAN KILFOIL

The meeting began at 6:30 p.m. Chairperson Wells advised there is no quorum however notes will be recorded for information purposes.

1. APPROVAL OF AGENDA:

2. ADOPTION OF MINUTES:

2.1 Regular meeting of September 18, 2018.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

4.1 Volleyball Court in K-Park

Scott Bagnell

It was noted Mr. Bagnell was unable to attend.

4.2 Kennebecasis Park Community Garden

Jane Barry

Chairperson Wells welcomed Ms. Barry and noted the Kennebecasis Park Community Garden was an initiative created by residents with support from the Town. She commended Ms. Barry on her hard work and noted Ms. Barry was invited to present an overview of the project and help determine guidelines that may encourage similar “resident-led” initiatives.

Ms. Barry highlighted the following: the project was created to provide a space for community gardeners protected from deer; social media and a survey were used over the winter to determine interest; discussions with Town staff identified the lagoon in Kennebecasis Park as a practical

location; representatives from the Kennebecasis Park Elementary School raised a similar idea however because of timing the project did not come to fruition; the Scribner Crescent and Rockwood Park community gardens acted as models for the project; Town staff were very helpful throughout all stages of the project; there were setbacks as a result of the flood however all issues were resolved with materials provided by the Town and community members; individual plot costs were lower than Scribner Crescent but secured adequate operational funds; donations from the Town and community members significantly reduced costs; fencing was imperative to deter deer; plot sizes were similar to the Rockwood Park garden; and community spirit grew through events and activities including sign making and a celebration of National Indigenous Persons' Day.

C. McKibbon arrived at the meeting.

Ms. Barry reported the garden had some challenges regarding wildlife and water. She noted: a portion of the fence surrounding the property had fallen and a deer had wandered into the area; the deer was scared away and the fence was restored; other creatures had managed to enter the area through a gap in the gate but the gate was fixed and the problem resolved; the distance to the closest water source created difficulties for gardeners to transport water; a water tank was donated by a community member, barrels were donated by the Town and Irving Oil, a tap and hose were purchased using the collective fund, and the Town replenished the water supply roughly three times during the season; the water tank required replenishment when a gardener forgot to shut off the tap however that was an isolated incident; and a request was made to the city of Saint John to redirect water from a nearby hydrant however that was determined to be a complex solution.

Ms. Barry noted a final clean-up was held and the garden is closed for the season. Fundy Regional Service Commission donated compost bags and offered to provide compost in the spring. She added the project is a positive experience for all ages and it is her hope the Town will grant permission to continue the garden next season. She requested the Town investigate filling the potholes near the Kennebecasis Park Elementary School driveway, with gravel from the lagoon, as large puddles cause safety concerns for residents.

The following comments were made: the cost of the garden is not significant to the Town; individuals are more invested in initiatives created by community members; most individuals, with the exception of one or two, were attentive to their plots; a reminder will be circulated during the winter to determine interest for next year; and it is a positive learning experience for children.

Chairperson Wells thanked Ms. Barry for the presentation. Ms. Barry thanked the Committee and presented Chairperson Wells with a parsley plant from the garden as a token of appreciation. Ms. Barry left the meeting.

In response to inquiries, RC Flood advised there are roughly 48 plots in the Scribner Crescent garden, and some participants act as liaisons between the Town and the community.

5. UNFINISHED BUSINESS

5.1 Update on accessible swings

➤ Ability NB brochure

DRP Jensen advised at the October Council meeting Ability NB was identified as an organization that may provide a service to assess Town facilities and recommend improvements for accessibility. He noted he will contact Ability NB for further information. There was general discussion with respect to accessibility in Town playgrounds.

5.2 Update on Sittercise Workout Program

RC Flood confirmed she will attend the Age-Friendly Committee meeting tomorrow to discuss opportunities to implement age-friendly programs. Chairperson Wells advised the YMCA of Greater Saint John is scheduled to present to the Committee tomorrow and a Hive sub-Committee meeting will be held Thursday, October 18th. She invited RC Flood to attend both meetings.

5.3 2019 Recreation Budget Discussion

DRP Jensen reviewed the draft 2019 Operating budgets for Recreation, the Arena, and Parks, Playgrounds, and Fields, as well as the 2019 Recreation and Parks Capital budget. He highlighted the following: a \$5 increase in hourly rates for the arena; an increase in the Refrigeration Plant; Council at its October meeting expressed interest in renovating the arena thus \$100,000 was included in the draft 2019 Recreation and Parks Capital budget; an increase in Plants for improvements to the garden outside Town Hall; Trail Maintenance remains the same despite the addition of trails; the 2018 amount for the Parks Department Building is expected to be over budget due to construction of an office and stair repairs; an increase in Soccer Field revenue resulting from a recommended increase in hourly rates; and the elimination of Swimming revenue.

In response to an inquiry, FC Kincade advised there is insufficient space for additional commercial signs in the arena unless placed on the boards. He added since signs on the boards are typically damaged by pucks, organizations do not favour this option.

Chairperson Wells inquired about the issue of geese at the Rothesay High School field. DRP Jensen advised the issue was not prominent this season until roughly a week ago. Coaches were contacted, warned of the issue, and informed use of the field is at their discretion. There was a brief discussion with respect to suggestions to break the habit patterns of the geese. DRP Jensen advised attempts were made however research indicates interruptions to the natural habits of the geese must occur at least twice a day every day for two weeks. He noted the required uninterrupted commitment, including weekends, makes it difficult to secure a volunteer. It was suggested enticing individuals by offering an honorarium.

M.A. Gallagher inquired about the banners on Hampton Road. DRP Jensen advised the design of the banners may change as the Dragon Boat Festival has concluded and the current subject matter may require updating. M.A. Gallagher suggested encouraging commercial logos to represent local businesses.

There was general discussion with respect to maintenance of baseball fields, flood repairs to the Bill McGuire Centre, and a potential increase in rates for the Bill McGuire Centre. DRP Jensen advised currently the cost of renting the Bill McGuire Centre on a Saturday is \$625. However, typically

individuals also request Friday evening as well at a cost of \$40 per hour. There is ongoing discussion surrounding offering a rental rate of \$800-850 for Friday evening to 8 a.m. Sunday morning. This rate remains lower than other Saturday rentals for similar facilities including Lily Lake Pavilion (\$995 plus HST).

In response to an inquiry, DRP Jensen advised the \$3,000 increase in Rothesay Common operating is a result of engaging two organizations to assist with cleaning and securing facilities. He noted the company responsible for locking up facilities also provides security services including deterring late night activity and the provision of reports. He added over the years the actual Common Operating expenses have closely matched the budgeted estimates.

DRP Jensen advised specific renovations to the arena remain unclear. Council Wells advised Council at its October meeting passed the following motion:

MOVED ... and seconded ... the construction of a new arena on Scott Avenue is no longer deemed a priority of Rothesay Council and further to the same, staff be directed to begin a process towards the realization of a renovated arena.

CARRIED.

She noted three Council members expressed interest in continuing to pursue construction of a new facility citing uncertainty surrounding potential impacts of the Provincial election, the considerable cost to renovate a 45 year old building only to extend its lifespan by 20 years, and benefits of a new facility including improved efficiency and additional features such as a walking track. She expressed concern that the recommendation to pursue renovation of the arena was void of scope, cost, timeline, community impacts, and financial implications to Town operations and the tax rate. She further noted her surprise that there has not been public feedback indicating preference for either a renovated arena or construction of a new facility.

G. Myles indicated since the matter has been discussed over a period of roughly ten years it is likely the public has lost interest. He stated his preference for a new facility noting it would be fruitless to renovate an old building for such a considerable cost. He added typically renovations can incur significant additional costs due to unexpected issues. Council Wells agreed noting an assessment was completed however the full scope of necessary repairs remains unclear until further inspection is undertaken. M.A. Gallagher noted previous discussions resulted in a recommendation from the Committee against a renovation due to the considerable cost to repair the ice plant. K. Goodine indicated the existing state of the arena discourages Rothesay High School students from attending "home" hockey games. She noted she prefers to attend Kennebecasis Valley High School hockey games at the QPlex. M.A. Gallagher inquired about the next steps. There was discussion with respect to the process of acquiring services to design and complete the work for a renovation. Town Manager Jarvie advised it is unclear if the renovation will result in a loss of ice time.

There was general discussion with respect to budgeted items for the replacement of a Parks truck, the purchase of harley rake, and trail work regarding the Rothesay/Quispamsis trail. DRP Jensen advised discussions will continue with property owners surrounding the Rothesay/Quispamsis trail. He noted some property owners have expressed concern that the trail may inhibit future development opportunities.

5.4 Artificial Turf Field Rate Analysis

DRP Jensen gave a brief overview of the rate analysis noting even with the increase Rothesay's rates will remain competitive with other community facilities. He further noted facilities may charge a higher rate for the use of lights.

6. CORRESPONDENCE FOR ACTION:

N/A

7. NEW BUSINESS:

7.1 Parks and Recreation Update

*No discussion.***8. CORRESPONDENCE FOR INFORMATION:**

N/A

9. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for Tuesday, November 20, 2018.

10. ADJOURNMENT

The meeting ended at 7:55 p.m.



ROTHESAY



AGE FRIENDLY ADVISORY COMMITTEE MEETING

Wednesday, October 17, 2018
10:00 a.m.

Present: Eugene Belliveau Heather Stilwell
 Judith Grannan Julie Atkinson
 Jocelyn Daye Scott Cochrane
 Shirley Malcolm Jean Porter Mowatt
 Jill Jennings Shawn Jennings
 Michael Boyle Diane O'Connor
 John Gahagan Town Manager Jarvie
 Counc. Wells Mayor Grant

Absent: Tammy Doherty Sarah Thompson
 Counc. Shea Cindy Levesque

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

1. APPROVAL OF AGENDA:

MOVED by Mayor Grant and seconded by H. Stillwell to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by E. Belliveau and seconded by S. Cochrane to approve the Minutes of September 19, 2018 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

4.1 Presentation from Shilo Boucher/Natalie Reid of the YMCA:

MOVED by S. Cochrane for the YMCA presentation be sent to the Hive Sub-Committee for further discussion and to provide a recommendation to the Age Friendly Advisory Committee with next steps.

CARRIED.



Members from the YMCA presented to the Committee how they could support The Hive in its operation. They outlined the services they offer, provided a sample schedule of events to show what a typical month at the Hive may look like, how their membership programs work, and how the Town would benefit from having the YMCA provide operational services to the Hive. After the presentation, there was a lengthy discussion on funding, transportation issues, who would have the responsibility of any negotiation talks with the YMCA, if applicable, and what a working relationship between the YMCA and the Town and Age Friendly Committee may look like.

4.2 Status Update – Counc. Wells:

This item is tabled.

4.3 The Hive Sub-Committee – Counc. Wells:

MOVED by S. Cochrane and seconded by H. Stilwell that the Age Friendly Committee request that Council set aside \$40,000 in the 2019 budget for furnishings for The Hive.

CARRIED.

There was additional discussion on the presentation from the YMCA and how their vision of the operation of The Hive and the sub-committee’s vision of The Hive can marry together so as not to take away from the Committee’s efforts and vision to date.

5. **UNFINISHED BUSINESS:**

5.1 Report from Housing Sub-Committee – Counc. Wells (for Counc. Shea)

MOVED by H. Stilwell and seconded by J. Gahagan that the Age Friendly Committee send the Age Friendly Background Study prepared by Square Peg Consulting to open session of Council for its approval and subsequent use in the municipal planning process.

CARRIED

MOVED by J. Gahagan and seconded by J. Daye that the Age Friendly Committee recommend to Council that the report be made public.

CARRIED

MOVED by J Gahagan and seconded by J. Daye that the Age Friendly Committee provide a copy of the report to Hon. Filomena Tassi, Minister for Seniors.

CARRIED

6. **NEW BUSINESS:**

N/A

7. **CORRESPONDENCE FOR ACTION:**

N/A

8. **CORRESPONDENCE FOR INFORMATION:**

N/A

ROTHESAY

Age Friendly Advisory Committee

Minutes

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17 October 2018



9. DATE OF NEXT MEETING:

November 21, 2018

10. ADJOURNMENT:

MOVED by J. Daye to adjourn the meeting.

CARRIED.

Meeting adjourned at 11:20 a.m.

Chairperson

Recording Secretary



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ROTHESAY
MEMORANDUM

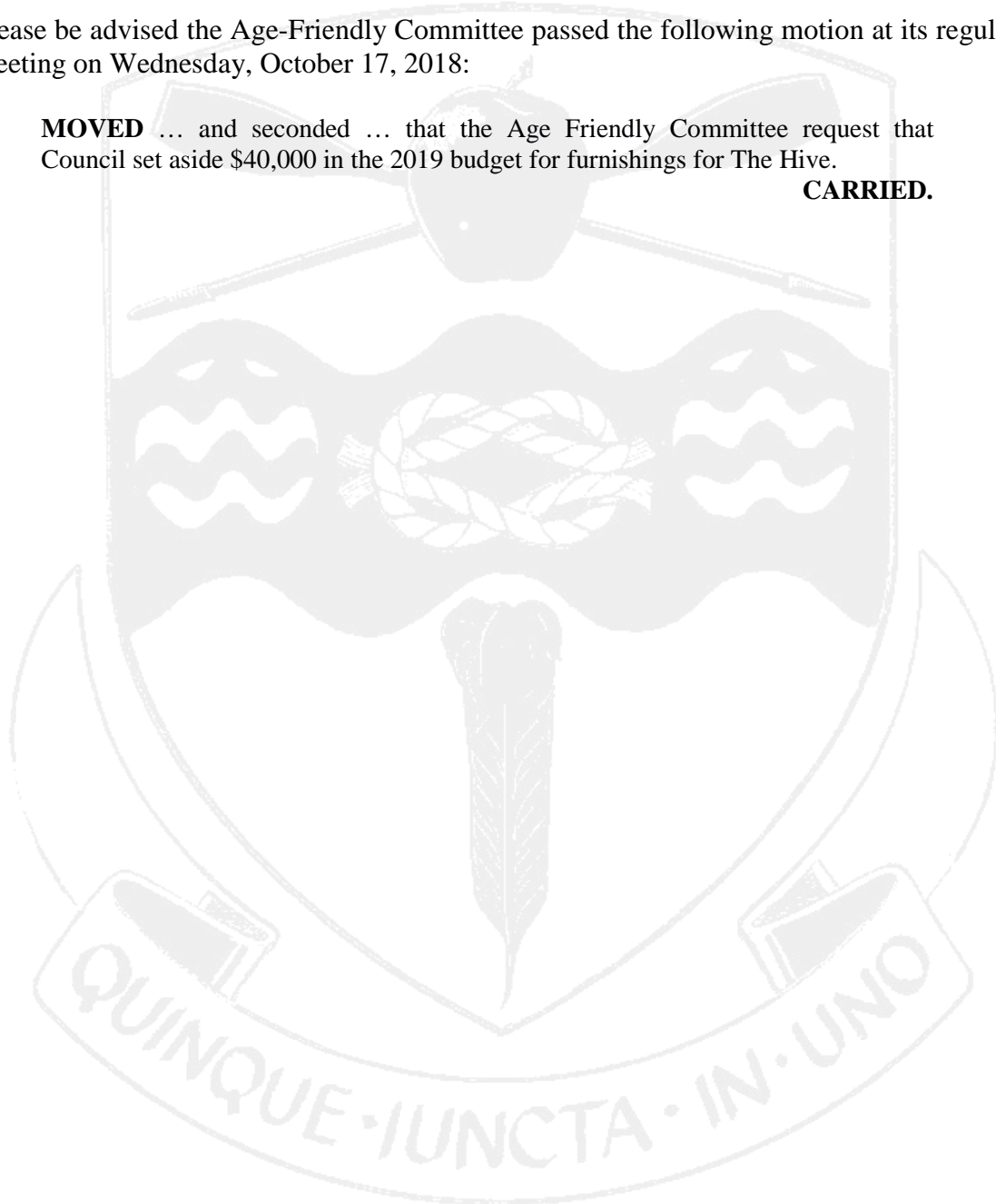


TO : Mayor and Council
FROM : Recording Secretary, Age-Friendly Committee
DATE : October 17, 2018
RE : Motion Passed at October 17, 2018 Meeting

Please be advised the Age-Friendly Committee passed the following motion at its regular meeting on Wednesday, October 17, 2018:

MOVED ... and seconded ... that the Age Friendly Committee request that Council set aside \$40,000 in the 2019 budget for furnishings for The Hive.

CARRIED.



From: [REDACTED]
To: [REDACTED]
Subject: FW: The Hive Sponsorship Letter
Date: September-20-18 2:45:35 PM
Attachments: [Hive sponsorship.pdf](#)

From: Wendy Doran
Sent: September 20, 2018 2:21 PM
To: Diane O'Connor [REDACTED] Don Shea <DonShea@rothesay.ca>; Eugene Belliveau <eugene.belliveau@nbpolice.ca>; Heather Stilwell [REDACTED] [REDACTED] Jean Porter Mowatt [REDACTED] Jocelyn Daye [REDACTED] [REDACTED] John Gahagan [REDACTED] [REDACTED] John Jarvie <JohnJarvie@rothesay.ca>; Judy Grannan [REDACTED] Julie Atkinson [REDACTED] Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Mike Boyle [REDACTED] Miriam Wells <MiriamWells@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; Sarah Thompson [REDACTED] Scott Cochrane [REDACTED] Shawn Jennings [REDACTED] Shirley Malcolm [REDACTED]
Subject: The Hive Sponsorship Letter

Thank you to everyone who attended the Age Friendly Advisory Committee meeting. I was happy to announce that Rothesay is now officially an Age Friendly Community! Quite an accomplishment given that we started this committee last fall! Thank you to all who helped make it happen. We had an informative meeting, with presentations from Art4Life and the Saint John Newcomers Association. While this committee has not met in several months, other sub-committees have been meeting and working hard over the summer.

The Housing Sub-Committee would like this committee to recommend to Town Council to accept the recommendations from a study done for Rothesay by Dalhousie University students. I think it important for you to see this report first so it will be sent by email to you. Note that there is an executive summary. We will discuss the study and its implications on Rothesay's Municipal Plan review at our next meeting.

The Hive Sub-Committee has made great strides over the summer. The name and logo were presented and a motion endorsing both will go to Town Council. For your information there will be a flyer in the fall edition of the Rothesay Insider describing what residents can expect regarding our Age Friendly Resource Centre. The biggest challenge facing the new resource centre is money. The Town will begin construction of The Hive in the next few weeks. We need to raise funds to furnish The Hive and to hire a parttime (20 hours per week) person to work there. We feel it is important to have someone responsible for organizing the activities

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and to be a consistent face welcoming residents. We want to start strong! The budget for our first year is \$40 000. Four sponsorship levels are available. Attached is the information about this...please take a look and think about who you can ask for sponsorship. This promises to be a busy Centre generating a lot of buzz. What an opportunity for businesses to sponsor our first year! Personal donations are also welcome, with tax receipts available for donations over \$25. Please help make The Hive a reality!

Our next meeting is Wednesday, October 17 at 10am.

Many thanks,

Miriam

Councillor Miriam Wells

MiriamWells@rothesay.ca



Nurturing the well-being of seniors in Rothesay through intergenerational communication, outreach, activities and education

**Opening Early 2019
In Rothesay Town Hall
70 Hampton Rd**

Rothesay has been officially designated an Age Friendly Community!

The Hive, a senior-focused community centre, will be a hub of activity that encourages social inclusion, intergenerational connections and lifelong learning, and will be a source of information for all residents.

Rothesay's Age Friendly efforts are in cooperation with the KV Fire Department, KV Police Department, Canadian Red Cross, YMCA, local schools and other community partners. Check out the electronic kiosks and bulletin boards around Town for more information.

The Hive is currently under construction thanks to the generosity of two federal grants. We are reaching out to our community to secure further financial support needed to acquire furnishings and sustain ongoing operations and a range of programs. Individual citizens and businesses are invited to become sponsors of **The Hive**. Donations are also welcome. Gifts of \$25 or more will be eligible for a tax receipt issued by the Town of Rothesay.

Please call the Town to share your ideas, sign up for a mailing list or to be actively involved with **The Hive**.

(506) 848-6600

Hive Annual Sponsorship Levels

Platinum* \$8000	Gold \$4000	Silver \$2000	Bronze \$1000	Sponsor Benefits
✓				Logo on Hive podium
✓				Annual feature story in quarterly newsletter
✓	✓			Opportunity to host coffee mornings or information sessions
✓	✓	✓		Free advertisement in quarterly newsletter
✓	✓	✓	✓	Logo placement in quarterly newsletter
✓	✓	✓	✓	Brochure placement in Hive information rack
✓	✓	✓	✓	Logo placement on welcome noticeboard

**Platinum level is offered as an exclusive partnership, available to one sponsor only.*



2018 November 13 Open Session FINAL_186
ROTTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Age-Friendly Committee
DATE : October 17, 2018
RE : Motions Passed at October 17, 2018 Meeting

Please be advised the Age-Friendly Committee passed the following motions at its regular meeting on Wednesday, October 17, 2018:

MOVED ... and seconded ... that the Age Friendly Committee send the Age Friendly Background Study prepared by Square Peg Consulting to open session of Council for its approval and subsequent use in the municipal planning process.

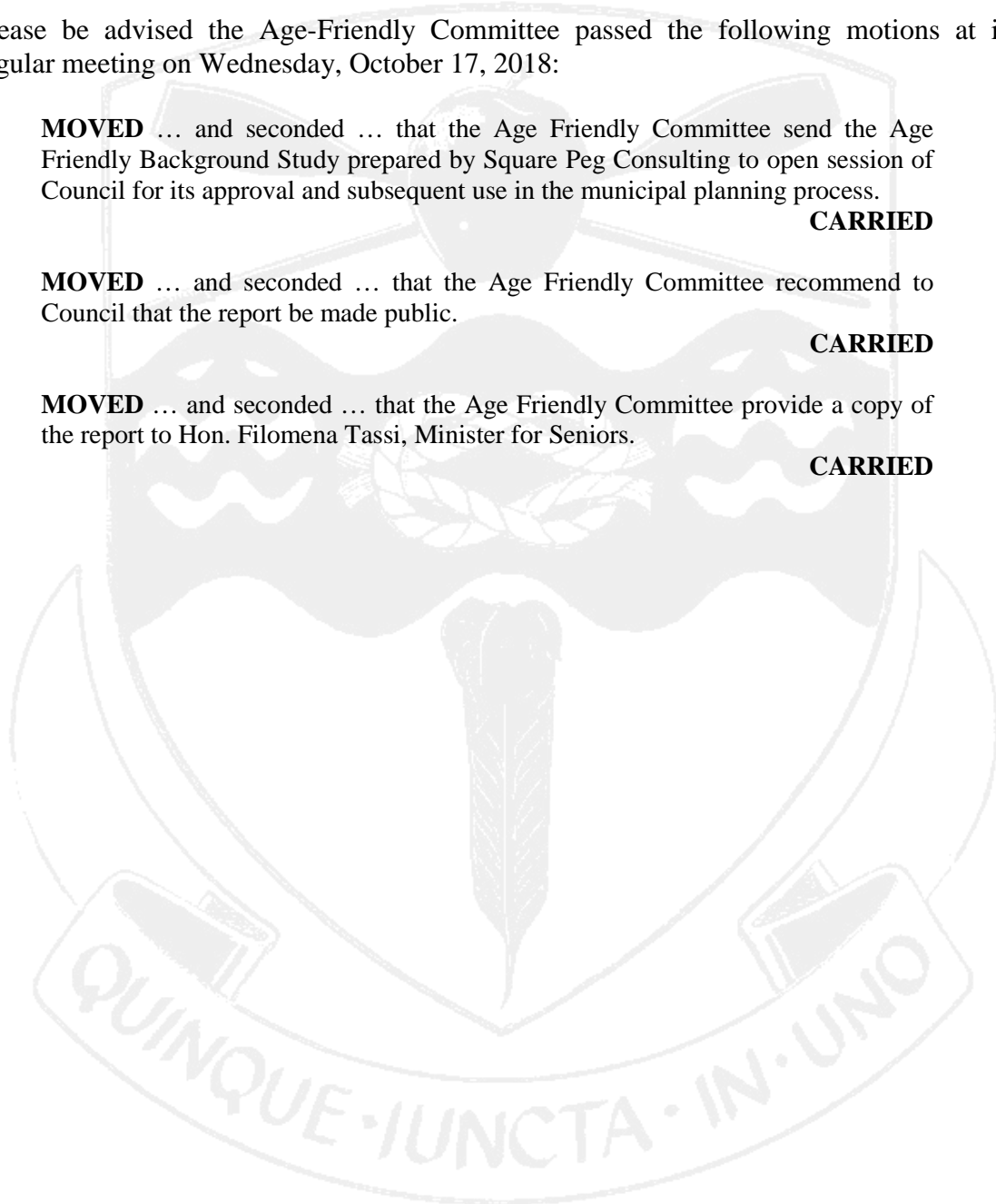
CARRIED

MOVED ... and seconded ... that the Age Friendly Committee recommend to Council that the report be made public.

CARRIED

MOVED ... and seconded ... that the Age Friendly Committee provide a copy of the report to Hon. Filomena Tassi, Minister for Seniors.

CARRIED



2018November13OpenSessionFINAL_187

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Dalhousie Report & Housing Sub-Committee memo
Date: September-20-18 2:46:53 PM
Attachments: [AF Housing \(September 2018\) - AF Committee \(3\).pdf](#)
[MAY162017 SquarePeg_RothesayFinalCopy-Print.pdf](#)

From: Wendy Doran

Sent: September 20, 2018 2:18 PM

To: Diane O'Connor [REDACTED] Don Shea <DonShea@rothesay.ca>; Eugene Belliveau <eugene.belliveau@nbpolice.ca>; Heather Stilwell [REDACTED] Jean Porter Mowatt [REDACTED] Jocelyn Daye [REDACTED] [REDACTED] John Gahagan [REDACTED] John Jarvie <JohnJarvie@rothesay.ca>; Judy Grannan [REDACTED] Julie Atkinson [REDACTED] Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Mike Boyle [REDACTED] Miriam Wells <MiriamWells@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; Sarah Thompson
Scott Cochrane
Shawn Jennings
Shirley
Malcolm

Subject: Dalhousie Report & Housing Sub-Committee memo

Attached please find a report prepared by a team of Dalhousie University students for Rothesay. Please note that this report is confidential and not to be shared. There is also a memo from the Housing Sub-Committee explaining their recommendations. This will all be discussed at our meeting in October and the Age Friendly Advisory Committee can decide whether or not to recommend Town Council make the report public and what the next steps should be.

Thank you in advance for taking the time to go through all of the attached Informaton.

Miriam

Councillor Miriam Wells
MiriamWells@rothesay.ca


Wendy Doran

Administrative Assistant - Rothesay

Tel: 506-847-6321

Fax: 506-848-6677

www.rothesay.ca

 Before printing, please think about the environment
Respectez l'environnement, réfléchissez avant d'imprimer

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



There's no place like **home**.

To: Councillor Wells, Chair, Age-Friendly Committee
Fm: Age-Friendly Subcommittee on Housing
Re: Committee Recommendations
Date: September 17, 2018

Introduction: *Canada's population is in the midst of a demographic shift. ... Seniors are Canada's fastest growing demographic – the proportion of seniors is expected to reach 25% by 2036. It is projected that between 2015 and 2021, seniors will outnumber children under 14 for the first time.¹*

New Brunswick, and by inference, Rothesay, is no different than the rest of Canada – our population is ageing. The implications for **housing** are tremendous as are the challenges.

While Rothesay is a community where it's wonderful to be young, it must also be a community where it's wonderful to be old. Ageing-in-place will be realized when the two are connected.

Subcommittee Members Few tasks are accomplished by a single individual and the housing subcommittee was no exception.

The following individuals comprised the committee-in-question.

¹ A Policy Framework to Guide a National Seniors Strategy for Canada

2018 November 13 Open Session FINAL 128
Traci Britain Carolyn Burke
Jenny Robinson Jocelyn Daye
Jeff Kitchen Brian White²
Judy Grannan Stirling Scory²
Don Shea³

Background:

In 2017, Rothesay commissioned a study into age-friendly housing. The study was done by Square Peg Consulting of the Dalhousie School of Planning.

The goal of the study was to assist Rothesay in addressing senior's housing concerns by providing the following:

- * An overview of global, national and provincial age-friendly documents;
- * A community profile of the municipality;
- * A housing analysis; and
- * A list of recommendations.

Having this study available made the subcommittee's task less onerous.

Findings:

In terms of its findings, the report, Age-Friendly Housing Background Study, can best be summarized as follows:⁴

- * The senior population in Rothesay will increase significantly in the foreseeable future while the youth population will decline.
- * In terms of housing affordability, Rothesay is considered moderately unaffordable.
- * A significant portion of housing stock in Rothesay is 40+ years old, in good condition and mostly comprised of single-family units.

² Staff

³ Subcommittee Chair

⁴ Not in any particular order

- * The municipality does have a fairly large area of vacant residential land for potential future development.
- * Most apartments in Rothesay are two- bedrooms and there exists a need for more one-bedroom units.
- * Senior friendly housing options could be implemented such as:⁵
 - o Secondary suites
 - o Shared housing
 - o Planned retirement communities, and
 - o Congregate housing

Report Recommendations

The report is rich in its information as reflected in its recommendations among which are the following:⁶

- * Develop and implement a system of data collection to measure the effectiveness of initiatives (i.e., the number of barrier-free units, affordable units, increase in housing diversity, etc.).
- * Encourage in-migration of different age groups to maintain a balanced age demographic.
- * Develop an affordable housing strategy as outlined in the Affordable Housing in Rothesay paper, dated 2013.
- * Encourage new development on vacant land close to amenities and where services exist.
- * Encourage the development of diverse, affordable and accessible units, and adaptation of existing housing stock.

Subcommittee's Recommendations

Throughout the last several months, members became increasingly aware the above-mentioned report referenced all the topics discussed in committee.

⁵ These are a sampling of options identified in the report and in the literature

⁶ Not in any particular order

At its final meeting on September 5th the Age-Friendly Housing subcommittee endorsed the 2017 Age-Friendly Housing Background Study authored by Square Peg Consulting.

Along with the endorsement, the subcommittee on housing makes the following recommendations to the Age-Friendly Committee:⁷

- i. That it send the whole report to an open session of Council for its approval and subsequent use in the municipal planning process;
- ii. That it recommend to Council the report be made public; and
- iii. That a copy of the report be provided to the Hon. Filomena Tassi, Federal Minister for Seniors⁸.

s

Closing

I want to take this opportunity to extend huge thanks to the subcommittee members who, in spite of demanding schedules, took the time to examine this most important topic. Their work and energy were second to none.

Respectfully submitted

Traci, Carolyn, Jenny, Jeff, Jocelyn, Judy, Brian, Stirling & Don

⁷ This recommendation was passed unanimously by members in attendance on September 5, 2018

⁸ The Minister requested a copy when she, along with Wayne Long, MP, visited the area.



ROTHESAY

Works and Utilities Committee Meeting
2018 November 15 Open Session FINAL_282
Wednesday, October 17, 2018
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIR (*left the meeting at 6:30 p.m.*)
COUNCILLOR MIRIAM WELLS, VICE CHAIR
IVAN HACHEY
BLAINE JUSTASON
SCOTT SMITH

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

ABSENT: PETER GRAHAM
PAUL BOUDREAU
MARK McALOON

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

1. APPROVAL OF AGENDA

MOVED by B. Justason and seconded by I. Hachey the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by Counc. Wells and seconded by S. Smith the minutes of 19 September 2018 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

DO McLean reported the Fox Farm Road retaining wall is expected to be completed by the end of the week. Chairperson Alexander reported Council at its last meeting approved an agreement with Saint John that permits the materials used to elevate Park Drive to remain in place and allows paving from the railroad tracks to the common boundary. He inquired as to when work is expected to begin. DO McLean advised work is scheduled to start early next week. Chairperson Alexander added the agreement stipulates Rothesay will assume responsibility for maintenance of the road during the lifespan of the new asphalt.

RECEIVED FOR INFORMATION.

5.2 Solid Waste Tonnage Report

Chairperson Alexander reminded the Committee the Fall Clean-up is scheduled for the week of November 12th for organic material. He added all items must be curbside by Monday at 7:00 a.m.

RECEIVED FOR INFORMATION.**5.3 Discussion on Water By-law**

- Water By-law 1-18
- Map of impacted multi-unit buildings

The Committee reviewed the map of potentially impacted multi-unit buildings. It was noted it is standard practice to require all new multi-unit developments to connect to Town water. There was discussion with respect to public feedback from multi-unit building owners at prior public consultation sessions. DO McLean advised due to the existing location of Town water infrastructure not all multi-unit buildings are within reasonable proximity to connect. He noted By-law 1-18 is similar to draft By-law 2-15 with the exception that the water system access fee is payable over a period of forty rather than twenty equal quarterly installments, the water meter rental charge is payable over a period of five years, and multi-unit buildings are defined as residentially zoned buildings with more than two separate dwellings. He reviewed the proposed Schedule E and highlighted the revised fixed charge formula for multi-unit buildings and the water meter rental rate payments (charged quarterly over five years instead of three).

MOVED by I. Hachey and seconded by S. Smith the Works and Utilities Committee recommend Council give first reading to Draft Water By-law 1-18.

ON THE QUESTION:

Town Manager Jarvie clarified that additional charges may be incurred by the property owner to install infrastructure to the property line in order to connect to Town water. The extent of this charge depends on the distance from the building or existing well to the property line. It was noted the same cost is incurred by residential property owners. Chairperson Alexander commented that connecting to Town water ensures that the water in the system is tested frequently. Counc. Wells contended that the frequency of water testing for multi-unit buildings is unclear. She added some property owners may be vigilant while others may test less frequently. There was further discussion with respect to equity regarding the fixed charge for residential and multi-unit properties and payment schedules to mitigate the concern of a significant initial cost. Town Manager Jarvie noted underground parking for multi-unit buildings require a sprinkler system which can increase demand on the Town water system. Counc. Wells noted once reviewed by Council it is expected the draft By-law will be presented to the public for further feedback.

CARRIED.**5.4 Update on Bradley Lake guardrail**

DO McLean advised the work is expected to begin this week.

5.5 Update on Carpenter Pond Wellfield Testing and Modelling

➤ 4 October 2018 Report prepared by DO McLean (*previously circulated to Council*)

Chairperson Alexander noted Council authorized the issuance of a public tender for the drilling of three test wells in the Carpenter Pond Wellfield. He added the item was included on the agenda to update the Committee. DO McLean advised it is expected the drilling will occur before Christmas.

RECEIVED FOR INFORMATION.**5.6 Update on B.I.R.D initiatives (nest boxes)**

DO McLean reported the organization has requested posts for the installation of the nest boxes. He noted he will contact Mr. Scarth to discuss further details.

5.7 Update on lighting for Hampton Road crosswalk (Town Hall)

DO McLean advised there is a plan to use funds from the 2018 budget to install ground lights to improve visibility of the crosswalk signs. He added retro-reflective raised pavement markers or “cat eye” lights are also being investigated for use in the crosswalk. Typically these reflectors are used to visually reinforce the centre line of roads. To prevent damage from snow plows the markers will be installed into grooves in the pavement. Counc. Wells suggested Town Hall tenants be notified that their concerns are being addressed and feedback be requested to determine effectiveness. Concern was expressed that the reflectors may surprise drivers and may result in accidents. It was suggested signs could be used to warn residents of the change. It was noted signs may have an adverse effect as the element of surprise is likely to compel drivers to slow down. S. Smith questioned if installing cat eye lights will set a precedent for other crosswalks. DO McLean suggested if the initiative is effective it may be advantageous to install the markers in other crosswalks. He added the markers will be flush with the pavement so a speed bump effect is not created. Town Manager Jarvie commented that cat eye lights could address the concern in a cost efficient manner. Counc. Wells expressed concern that additional lights may be required to ensure pedestrians are visible while waiting to cross. It was noted headlights are adequate for visibility of pedestrians.

6. CORRESPONDENCE FOR ACTION

6.1 17 September 2018 Letter from resident RE: Request for signage at Rothesay Road/Station Road/Hampton Road intersection

Chairperson Alexander noted a resident has recommended a sign be installed at the intersection of Rothesay Road, Hampton Road, Station Road, and Gondola Point Road to identify that the area is a three way stop and not a four way stop. After some discussion, it was agreed to investigate the possibility of converting Station Road to a one-way street. This would eliminate the need for stop signs at the intersection on Gondola Point Road and Station Road and provide a cost effective way to mitigate traffic concerns. It was further noted Station Road is a short street with few residences and an alternate access point on Gondola Point Road thus the overall impact of the change is expected to be minimal.

6.2 25 September 2018 Recommendation from Works and Utilities Committee

2 October 2018 Email from Counc. Lewis RE: Auction Issues with attachments

Chairperson Alexander noted Council discussed the matter and it was referred back to the Committee to discuss a policy for the disposal of Town surplus equipment. S. Smith commented that the Committee had discussed the matter and made a recommendation to Council that the current practice is acceptable. DO McLean circulated a document containing the Bid Record for surplus equipment

posted on Kijiji as of October 15, 2018. DO McLean highlighted the following: the document contains multiple bids for all items; the 2004 JCB Backhoe received fifteen bids ranging from \$2,800 to \$23,200; the 2004 International Single Axle received nine bids ranging from \$1,100 to \$28,475; the 1995 Ford Tandem received ten bids ranging from \$1,600 to \$10,500; and actual bids from these pieces of equipment exceeded staff estimates. The following comments were made: selling items on Kijiji is a more cost efficient method than selling the items at auction; a policy should be developed to prohibit bids from Council members, Town staff, and their relatives to eliminate any apprehension of bias; the process of accepting bids for items on Kijiji has been modified to mirror a closed tender process; Kijiji permits bids from outside the province which are less likely to occur at an auction; individuals are permitted to examine the equipment before submitting a bid on Kijiji; and items can be sold throughout the year on Kijiji rather than at set dates for auctions. Chairperson Alexander inquired about removal of the Rothesay decal from vehicles. DO McLean advised all decals are removed once items are sold. He added it is easier to remove decals from wrapped vehicles because they can be peeled off; whereas faded images can remain if decals are removed from vehicles that have not been wrapped.

MOVED by S. Smith and seconded by B. Justason the Works and Utilities Committee recommend that the current practice for the disposal of Town surplus equipment is acceptable, and further that a policy be developed prohibiting Council members, Town staff, as well as relatives of Council and staff members from submitting bids for the purchase of surplus Town equipment.

CARRIED.

6.3 15 October 2018 Report prepared by DO McLean RE: Crew and Pool Vehicle Tender Specifications

2 October 2018 Email from Counc. Lewis RE: Work Truck Purchases with attachments
Chairperson Alexander noted there is a fleet replacement schedule that is used to guide items in the budget. He added most, if not all, vehicle costs are within close proximity or below the budgeted estimates. Counc. Wells noted she has reservations regarding some of the vehicle features and questioned if these features are warranted or “luxuries”. DO McLean advised the intent is to supply safe vehicles configured to the specific use of employees which is different from the intended use of similar vehicles in the general public.

He noted staff often pull over on the side of the road or park along the sidewalk to complete tasks and since routine operations can sometimes deaden the senses the Blind Spot Information System automatically alerts staff to an approaching vehicle and reduces the risk of staff stepping out into oncoming traffic. It is incumbent upon staff to be vigilant, careful, and able to manage driver distraction however equipment such as two-way radios, blue-tooth connected cellphones, and vehicle mounted iPads can increase driver distraction. It is important to note that all of these necessary devices, in the form the Town utilizes them, are legal however they are still distracting. The Forward Collision Avoidance feature acts as a valuable safety measure and assurance that the vehicle will stop itself if a conflict between a vehicle and pedestrian is imminent. Staff are often required to drive on roads before they are cleared of snow and ice, access areas of uneven terrain, mount curbs and sidewalks etc., and such activity can be damaging to vehicles with suspension configured for normal passenger operation. The accepted fleet plan contemplates a ten year lifespan for Town owned vehicles and heavy duty wear on normal suspension would render such duration unrealistic, hence the requirement to equip the vehicles with heavy duty suspension. Additionally, since the vehicles are

used for various tasks and exposed to multiple environments from dirt, soil and mud related to parks to diesel and paint related to public works staff have recommended vehicles be purchased with solid surface seating, such as leather, so the seats can be easily cleaned and are more durable over the long term. Several trucks in the fleet reaching the end of their lifespan have seen their seats reupholstered or completely replaced as they experience significant wear overtime. Senior staff believe employees have the right to conduct their job in a healthy and relatively clean environment and fabric seats constantly exposed to grease, dirt, and paint pose a challenge to clean when the surfaces are worn away and the foam cushion material is exposed. Furthermore, larger vehicles (quad cab vs. single cab) were purchased to limit fuel costs by reducing the number of vehicles required at a job site, and to permit sufficient space to haul necessary tools so as not to be damaged by weather or stolen if stored outside the cab. In many cases the manufacturer discount for a quad cab not only covers the cost difference between a single and quad cab, but also covers some of the costs for the upfit equipment.

S. Smith questioned if close-call incidents have occurred to warrant the Blind Spot Information System and Forward Collision Avoidance features. DO McLean advised due to the severe risk of danger it is imperative preventative action be taken rather than waiting until an incident occurs. B. Justason noted the features also increase the resale value. DO McLean advised manufacturers offer different models of vehicles. Vehicles purchased by the Town are typically mid-range models due to the features discussed earlier. Chairperson Alexander added wrapping Town vehicles protects the paint and can further increase the resale value. DO McLean advised some manufacturers do not stock yellow vehicles and will include the cost to paint the vehicle in bids received. To further create equitable opportunities to bid on Town vehicle tenders, all vehicles are purchased in white and a yellow wrap is fitted to the vehicle. He added to level the playing field further tires are purchased separately. This also reduces the overall stock of tires owned by the Town. S. Smith noted he agrees with the recommendation citing the validity of the points presented.

MOVED by S. Smith and seconded by B. Justason the Works and Utilities Committee recommend Council adopt the following standard equipment provisions when purchasing crew and pool vehicles for Town staff:

1. Blind Spot Information System;
2. Forward Collision Avoidance System;
3. Heavy duty suspension; and
4. Solid durable and cleanable seating surfaces.

CARRIED.

Chairperson Alexander left the meeting and quorum was lost.

7. NEW BUSINESS

7.1 DRAFT 2019 Budget:

- 2019 Transportation & Environmental Health Budget
- 2019 General Fund Capital Budget
- 2019 Utility Fund Operating Budget
- 2019 Utility Fund Capital Budget

DO McLean reported draft budgets were not prepared in time for the meeting. He identified the 2019 asphalt program, and storm sewer upgrades on Church Avenue as items for consideration in the budget. There was general discussion with respect to the two items.

Counc. Wells questioned if any action can be undertaken to mitigate future flood concerns. DO McLean advised measures are being investigated to ensure residents are able to travel throughout the Town in the event of a flood. This includes improvements to roads and storm systems such as the work to Park Drive discussed earlier. Counc. Wells commented on the Oakville Acres detention pond and questioned if a similar resolution may be beneficial to residences and Town infrastructure along the river. It was noted a detention pond is not a viable option due to space requirements. DO McLean advised a dike could be constructed around affected properties however that is not a feasible solution and can create other issues. Town Manager Jarvie advised building code requirements are in place to mitigate concerns for new developments. He noted all properties constructed to these specifications were not adversely impacted. He further noted as weather patterns intensify the existing building code requirements may not suffice if a similar event occurs in the future.

DO McLean advised the Transportation and Environmental Health operating budget is drafted each year with a maximum increase of 1%. This does not account for inflation thus each year opportunities must be investigated to reduce expenses. The budget does include an item to cover contingencies however as infrastructure ages the need to replace equipment becomes more frequent. It was noted there will be further discussion with respect to the budget at the next Committee meeting. Counc. Wells inquired if water and sewer rates are expected to increase. DO McLean noted a recommendation may be made to increase the sewer rate by \$20 however the matter is still under discussion.

8. CORRESPONDENCE FOR INFORMATION

8.1 4 October 2018 Memorandum from Town Manager Jarvie RE: Climate Change and Energy Initiative (*full plan available on Town website*)

RECEIVED FOR INFORMATION.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, November 21, 2018.

10. ADJOURNMENT

The meeting ended at 6:55 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018 November 13 Open Session FINAL_288
ROTTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Works & Utilities Committee
DATE : October 23, 2018
RE : Motion Passed at October 17, 2018 Meeting

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 17, 2018:

MOVED ... and seconded ... the Works and Utilities Committee recommend that the current practice for the disposal of Town surplus equipment is acceptable, and further that a policy be developed prohibiting Council members, Town staff, as well as relatives of Council and staff members from submitting bids for the purchase of surplus Town equipment.

CARRIED.

Respectfully submitted,

Liz Pomeroy

ROTHESAY

Policy

Topic: Disposal of Surplus Vehicles & Equipment	Date Prepared	November 9, 2018
Application:	Date Adopted	
	Mayor & Council:	
	Town Manager:	

Vehicles & Equipment are declared surplus in the following manner:

- A budget is proposed for replacement vehicles & equipment based on the 10-year Fleet Replacement Program;
- Budget is adopted by Council;
- Competitive pricing is obtained for vehicles & equipment included in the budget;
- Pricing results are presented to Council for award of the vehicle or equipment purchase;
- Council adopts a recommendation to authorize the issuance of a purchase order for the vehicles or equipment;
- The vehicle or equipment is ordered, received and put into service;
- The corresponding equipment that the purchase replaced, according to the 10-year Fleet Replacement Program is declared surplus.

Surplus vehicles and equipment are disposed of in the following manner:

- Consult with long term employees to determine condition and expected value of the surplus vehicle or equipment;
- List the surplus vehicle or equipment for sale on Kijiji Canada as a silent auction with particular specifications as well as the following General Description and Terms:

The following is a piece of surplus equipment being disposed of by the town of Rothesay by means of a silent auction.

Interested parties should send a copy of their bid to the Town by the following means:

Deliver to the Town Hall, 70 Hampton Road, Rothesay in a sealed envelope marked with the piece of equipment the bid is for before _____ pm on _____, _____, 201_.

Bids must state the piece of equipment you are interested in, the amount you wish to pay, your phone number and your signature.

Bidding will close on _____, _____, 201_. On the following business day all bid envelopes will be opened, bids will be reviewed to meet the criteria listed above and the highest bidder who met all of the requirements will be notified.

This surplus vehicle or piece of equipment is situated for viewing outside the main gate of the Rothesay Public Works Garage at 19 Master Drive in Rothesay.

All sealed bids are opened by a committee of at least two (2) persons. If the bid opening is to be done publicly then the date, time and venue for the bid opening meeting will be advertised on Kijiji Canada within the body of the ad.

Mayor, Councillors, Staff and immediate family members of the same are excluded from the Kijiji bidding process with respect to surplus vehicles and equipment being disposed of by the Town.



2018 November 13 Open Session FINAL_291
ROTTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Works & Utilities Committee
DATE : October 23, 2018
RE : Motion Passed at October 17, 2018 Meeting

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 17, 2018:

MOVED ... and seconded ... the Works and Utilities Committee recommend Council adopt the following standard equipment provisions when purchasing crew and pool vehicles for Town staff:

1. Blind Spot Information System
2. Forward Collision Avoidance System
3. Heavy duty suspension; and
4. Solid durable and cleanable seating surfaces.

CARRIED.

Respectfully submitted,

Liz Pomeroy

ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

Monday, November 5, 2018**5:30 p.m.**

PRESENT: COLIN BOYNE, CHAIRPERSON
 CRAIG PINHEY, VICE-CHAIRPERSON
 COUNCILLOR DON SHEA
 HILARY BROCK
 ANDREW MCMACKIN

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

ABSENT: COUNCILLOR BILL McGUIRE
 ELIZABETH GILLIS
 JOHN BUCHANAN
 TOWN MANAGER JOHN JARVIE

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

1. APPROVAL OF THE AGENDA

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

CARRIED.**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of July 3, 2018

MOVED by Counc. Shea and seconded by H. Brock the Minutes of 3 July 2018 be adopted as circulated.

CARRIED.**3. NEW BUSINESS**

3.1 **4 Allison Drive**

OWNER:

PID:

PROPOSAL:

Dr. Michael E. Blaney

Dr. Michael E. Blaney

30311195

1 Lot Subdivision

Mr. Gerry Roberts of Kierstead Quigley and Roberts Ltd. was in attendance on behalf of the applicant. DPDS White gave a brief summary of the report and highlighted that the new lot exceeds all minimum lot size requirements.

MOVED by Counc. Shea and seconded by H. Brock the Planning Advisory Committee recommends Council accept \$6,012.36 as cash in lieu of land for public purposes for the proposed vacant LOT 18-2 to be subdivided from 4 Allison Drive (PID 30311195) as shown on the Tentative Plan of Subdivision T-0716.

CARRIED.

ROTHESAY

Planning Advisory Committee
Minutes

-2-

5 November 2018

4. OLD BUSINESS

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

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

5. CORRESPONDENCE FOR INFORMATION
N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, December 3, 2018.**

It was noted a public meeting is scheduled for Thursday, November 15, 2018 from 7:00 – 9:00 p.m. at the Bill McGuire Centre to discuss the Secondary Plan.

7. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 5:36 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018 November 13 Open Session FINAL_294
ROTHERSEY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Planning Advisory Committee
DATE : November 6, 2018
RE : Motion Passed at November 5, 2018 Meeting

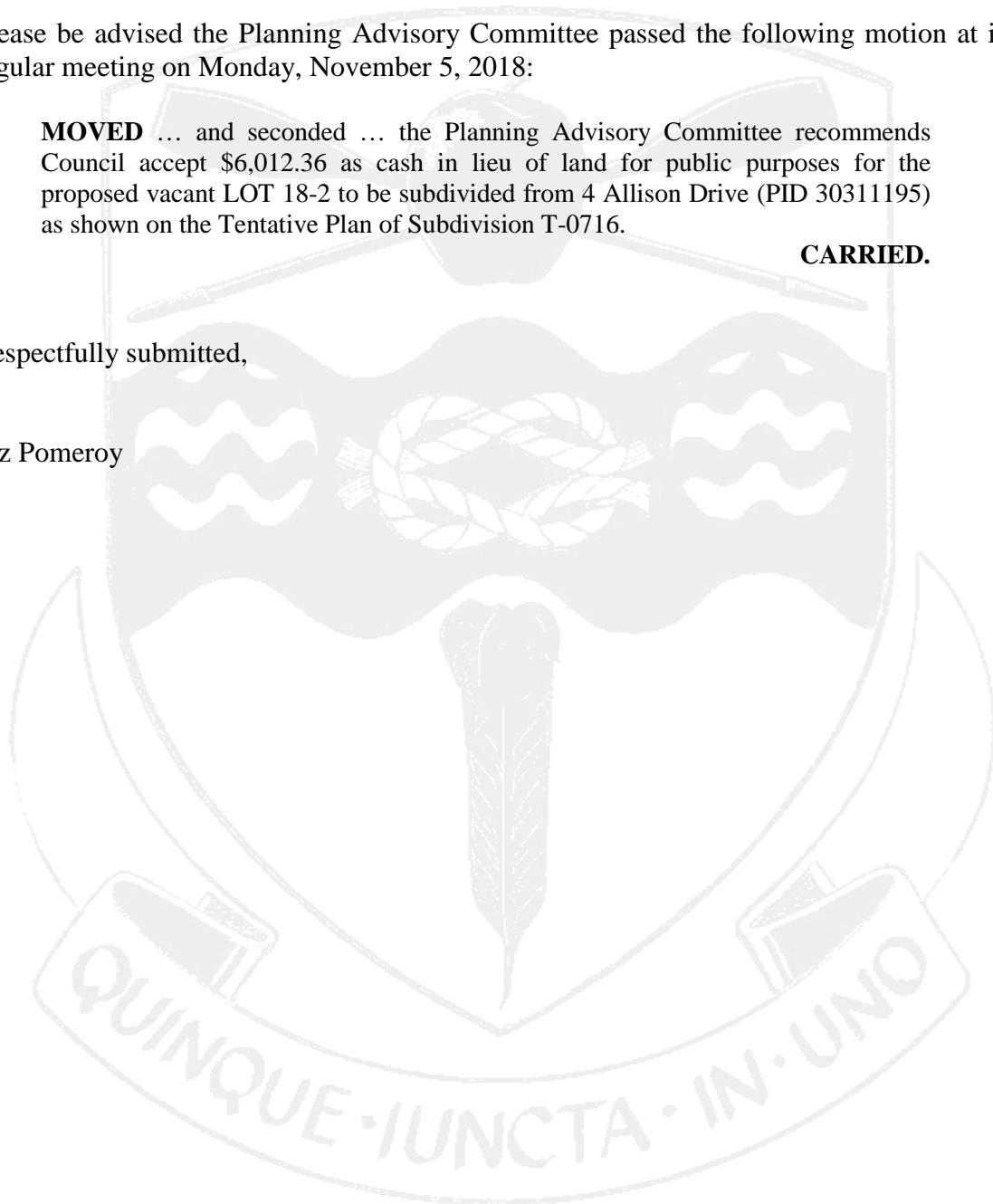
Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, November 5, 2018:

MOVED ... and seconded ... the Planning Advisory Committee recommends Council accept \$6,012.36 as cash in lieu of land for public purposes for the proposed vacant LOT 18-2 to be subdivided from 4 Allison Drive (PID 30311195) as shown on the Tentative Plan of Subdivision T-0716.

CARRIED.

Respectfully submitted,

Liz Pomeroy





To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning & Development Services
Date: Tuesday, October 30, 2018
Subject: 1 Lot Subdivision – 4 Allison Drive (PID 30311195)

Applicant:	Gerald R. Roberts, Surveyor	Property Owner:	Dr. Michael E. Blaney
Mailing Address:	Kierstead Quigley & Roberts Ltd. 16 Fulton Lane Saint John, NB E2H 2W4	Mailing Address:	4 Allison Drive Rothesay, NB E2E 5E2
Property Location:	4 Allison Drive	PID:	30311195
Plan Designation:	Low Density	Zone:	Single Family Residential - Large Serviced [R1A]
Application For:	Cash in Lieu of Land for Public Purposes		
Input from Other Sources:			

Origin:

An application to subdivide 4 Allison Drive (PID 30311195) made by Gerry Roberts, on June 26, 2014 on behalf of the owner Dr. Blaney.

Background:

4 Allison Drive is a 10,709.02 m² (2.64 acres) lot zoned Single Family Residential – Large Serviced [R1A]. The proposal to subdivide the property would create two lots; Lot 18-1 containing an existing single family dwelling and Lot 18-2 being a new vacant lot with access to Allison Drive. (see Attachment A)

Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted the surveyor Mr. Gerry Roberts and can confirm that both lots would exceed the required dimensions for an R1A lot and that the new lot is suitable for a residential dwelling.



Figure 1 - 4 Allison Drive

Analysis:

Staff reviewed the minimum lot dimensions for both proposed lots against the R1A zone requirements and found that the proposed lots exceed all the requirements as follows:

R1A Zone Lot Dimensions	LOT 18-1 Existing Dwelling	LOT 18-2 New Vacant Lot
Minimum Lot Area: 2000 m ²	Proposed Lot Area 5144 m ²	Proposed Lot Area 5567 m ²
Minimum Lot Frontage: 40 m	Frontage 90m+	Frontage 92m
Minimum Lot Depth: 45 m	Side yard lengths Greater than 60 m	Side yard lengths Greater than 60 m

Staff have no objection to the proposed subdivision.

Land for Public Purposes

The Community Planning Act gives Council the authority to determine what amount of money to be accepted as cash in lieu of Land for Public Purposes. In lieu of land set aside under By-law 4-10 Section 5.1¹, Council does require a sum of money in the amount of 8% of the market value of the proposed new LOT 18-2. 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 (\$75,154.50 for LOT 18-2) then they have the option of retaining, at their cost, a certified independent appraiser to determine the market value of the land. The required cash-in-lieu payment is calculated as follows:

Value of Land per square meter	Total Area of New Lot	Estimated Value of New Lot (\$13.50 x 5567m ²)	LPP Cash in Lieu 8% of Estimated Value
\$13.50 / m ²	5567 m ²	\$75,154.50	\$6,012.36

The proposed cash in lieu of Land for Public Purposes is **\$6,012.36** for the proposed vacant LOT 18-2.

Polling

The proposed subdivision requires no variances, no new public street, and fully complies with all By-law requirements and therefore polling is not required by PAC. The subdivision request is before PAC as a matter of administrative procedure for the purpose of assisting Council in compliance with Section 75(1) (g) of the Community Planning Act that allows Council to collect a sum not exceeding eight per cent of the market value of land in the subdivision at the time of submission for approval.

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

Recommendation:

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

- A. The Rothesay Planning Advisory Committee HEREBY recommends that Council accept **\$6,012.36** as cash in lieu of land for public purposes for the proposed vacant LOT 18-2 to be subdivided from 4 Allison Drive (PID 30311195) as shown on the Tentative Plan of Subdivision T-0716.

Attachments:

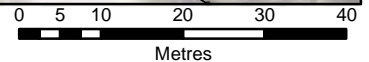
- Attachment A Site Location Map
- Attachment B Proposed Subdivision Plan 4 Allison Drive - Tentative Plan T-0716

A handwritten signature in blue ink, appearing to read "B. White", with a stylized flourish at the end.

Report Prepared by: Brian L. White, MCIP, RPP
Date: Tuesday, October 30, 2018



4 Allison Subdivision



Rothesay Road

N.B. Grid North

Lot 73-1A
See Plan No. 4206
PID 62703

Water Pipeline and Sanitary
Sewer Easement in favour of
Lot 13-1. See Plan No. 201216.

Lot 97-1
See Plan No. 201216
PID 30177851

(14491)

Lot 73-1
See Plan No. 4206
PID 62778

20 39°56'10" 61.11 21

300'25'00" 58.28

Lot 18-1
5144 m²



Darlene D. Baker
See Plans No. 911 & 5753
PID 257782

Right of Way and Utility Easement
(See Plan No's. 10114 & 10307)

Lot 92-1
See Plan No. 11038
PID 30128060

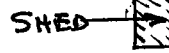
Allison Drive

60.16

Arthur N. Kristofferson
See Plans No. 911 & 5753
PID 255505

Lot 92-2
Plan No. 11122
PID 30135149

301'14'50" 49.00



300'49'20" 49.00

Lot 18-2
5567 m²

Keller
255281
Parcel A-1
No. 3494

Lot 1
See Plan No. 2074
PID 258657

301'20'50" 32.20 49 51 10.80 92.00 52 31°14'50" 60.90 53

Lot 89-1
See Plans No. 10114 & 10307
PID 30106017

Lot 13-1
See Plan No. 32835531
PID 30303192

Lot 2
See Plan No. 2074
PID 258855

Lot 3
See Plan No. 2074
PID 258632

Tentative Plan (Amending)
Macgregor & Valerie Grant
Subdivision - Phase 2

Allison Drive
Town of Rothesay
Kings County, N.B.

Scale = 1:1000
Dated: October 3, 2018
Job No. 97-0058

KIERSTEAD QUIGLEY
and ROBERTS Ltd.

Saint John, New Brunswick

Dwg. No. 1-0716

2018 November 13th 2:30 PM



ROTHESAY

2018November13OpenSessionFINAL_300

BUILDING PERMIT REPORT

10/1/2018 to 10/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/11/2018	BP2018-00068	133 FRENCH VILLAGE ROAD	SINGLE FAMILY	\$250,000.00	\$1,812.50
10/26/2018	BP2018-00145	8 NORTH ST	DETACHED GARAGE	\$24,000.00	\$174.00
10/03/2018	BP2018-00153	118 HAMPTON RD	NEW COMMERCIAL BUILD	\$225,000.00	\$1,631.25
10/15/2018	BP2018-00162	26 ROTHESAY PARK RD	RENOVATION	\$43,900.00	\$319.00
10/03/2018	BP2018-00174	11 ISLAY DR	ATTACHED GARAGE	\$45,000.00	\$326.25
10/22/2018	BP2018-00175	83 HAMPTON RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
10/03/2018	BP2018-00176	16 SCRIBNER CRES	WINDOWS	\$43,000.00	\$311.75
10/22/2018	BP2018-00177	13 TERRI ST	SINGLE FAMILY	\$200,000.00	\$1,450.00
10/10/2018	BP2018-00178	2240 ROTHESAY RD	STORAGE SHED	\$4,000.00	\$29.00
10/10/2018	BP2018-00179	24 BEACH DR	FENCE	\$4,000.00	\$29.00
10/10/2018	BP2018-00180	40 MALISEET DR	SIDING	\$10,000.00	\$72.50
10/22/2018	BP2018-00181	8 CHARLES CRES	SIDING AND WINDOWS	\$19,487.00	\$145.00
10/26/2018	BP2018-00182	5 PRINCE ALBERT CT	SINGLE FAMILY	\$275,000.00	\$1,993.75



BUILDING PERMIT REPORT

10/1/2018 to 10/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/15/2018	BP2018-00183	157 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$85,000.00	\$616.25
10/10/2018	BP2018-00185	3 BEACH DR	ELECTRICAL UPGRADE	\$1,200.00	\$20.00
10/12/2018	BP2018-00186	8 ALEXANDER AVE	WINDOWS	\$45,000.00	\$326.25
10/22/2018	BP2018-00187	9 DUNROBIN ST	ELECTRICAL UPGRADE	\$1,200.00	\$20.00
10/22/2018	BP2018-00188	34 RIVER RD	DEMOLITION	\$0.00	\$500.00
10/26/2018	BP2018-00189	10 DOBSON LN	ELECTRICAL UPGRADE	\$1,200.00	\$20.00
10/26/2018	BP2018-00191	52 MARR RD	WINDOWS	\$5,750.00	\$43.50
Totals:				\$1,283,737.00	\$9,860.00
Summary for 2018 to Date:				\$17,023,318.00	\$119,742.25

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,444,550.00	\$11,545.50
Summary to Date:	\$10,755,872.89	\$83,727.75

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 November 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 30/09/18*	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	90%	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 denied
WWTP Phase II design	1.4M ¹	-	Funding application submitted
Fields & Trails	40,000	13%	Wells rustic trails underway
Water supply	300,000	80%	Membrane replacements complete
Hillsview/Shadow Hill Court water	450,000	-	Water main replacement
Iona/Erisky upgrade	680,000	116%	Project substantially complete
2018 street resurfacing	1.79M	94%	Project substantially complete
Brock Court drainage study	20,000	100%	Completed
SCADA upgrade	35,000		New technology based on internet – in progress
Fox Farm Rd retaining wall	125,000	27%	Construction substantially complete
Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
2019 Resurfacing design	60,000	30%	Survey complete, preliminary design complete
Town Hall repairs	47,000	90%	
Salt shed repairs	40,000	100%	complete
IT upgrades	90,000	60%	MS Office upgraded
Fleet Replacement	620,000	83%	Sidewalk plow, Backhoe; ¾T plow truck & tractor received; 1T plow truck: on November agenda
Trail link R/Q	100,000	-	Partial estimate
Trail & sidewalk connector Wells	1,050,000	-	Subject to grants
Capital Asset Management Plan	65,200	50%	FCM grant – underway
Protective Services	81,500	32%	KVFD

* Funds paid to this date.

¹ Subject to Build Canada funding



October 24, 2018

Le 24 octobre 2018

I am pleased to provide you with a copy of the Fundy Library Region's Annual Report for 2017-2018. Once again, we have seen our new membership increase, this time by 6,255 cardholders. Visitor traffic to the ten branches in our library region remained strong at 676,699 visits in the fiscal year. Circulation of physical library materials remained strong with almost 2,000 items checked out daily, and circulation of children's materials continuing to increase year-over-year ... and this does not include e-resources. Use of public access computers increased by 11% and use of WiFi in library branches increased by 23%!

I hope you can take a few moments to review our streamlined annual report of activities. I am sure you will realize that many citizens in our region appreciate what an important asset the public library is to their community, and that they see their public library as the place to connect, learn, read, play, create and succeed!

C'est avec plaisir que je vous fais parvenir le rapport annuel 2017-2018 de la Région des bibliothèques de Fundy. Cette année, nous avons vu le nombre de détenteurs d'une carte de bibliothèque augmenter de 6 255 personnes alors que l'achalandage dans les dix bibliothèques de la région a atteint 676 699 visiteurs. Le prêt de documents demeure un aspect fort de nos services. Près de 2 000 documents sont empruntés quotidiennement et le prêt de documents pour enfants continu de croître d'année en année et ce, sans tenir compte des ressources électroniques. Un autre service qui se démarque est l'accès à des ordinateurs avec une augmentation de 11% alors que l'utilisation du Wifi a fait un bond de 23%.

Je vous invite à prendre connaissance de ce rapport simplifié. Je suis certain que vous comprendrez à quel point les gens de la région accordent une grande importance à l'apport positif des bibliothèques publiques dans chacune de leur communauté et qu'elles sont considérées comme le lieu idéal pour se connecter, apprendre, lire, jouer, créer et réussir!

Brian Steeves
Regional Director / Directeur régional



Fundy Library Region

Annual Report

2017-2018



57,932 cardholders
 + **6,255** new members **2%** increase

3,383 visitors per day
 ↓
676,699 total

7,320 total programs offered
 = **83,757** participants (+8% increase)

1,197 programs offered outside of our libraries in our communities

37 programs offered each day with **419** participants

96,365 computer uses = **482** computers used daily (+11% increase)

58,473 individual WiFi connections / day (+23% increase)

397,052 items circulated (not including e-resources)
1,985 items checked out each day

112 items added to our libraries each day

338 holds placed each day

on our shelves (+) **28,041** new items added

360,489 books	15,052 music & audiobooks
579 magazine titles	
29,109 movies	1,672 other

= 406,901 items to choose from



- Campobello Public Library
- Grand Manan Library
- Kennebecasis Public Library
- Le Cormoran Library (Saint John)
- Ross Memorial Library (Saint Andrews)

- St. Croix Public Library (St. Stephen)
- Saint John Free Public Library—Central Branch
- Saint John Free Public Library—East Branch
- Saint John Free Public Library—West Branch
- Sussex Regional Library

64,035 reference questions answered

???



connect



Learn



Play

succeed



Photos

1. Saint John—Central
2. Saint John—East
3. Grand Manan
4. Campobello
5. Saint John—West
6. St. Andrew's
7. Saint John—Central
8. Sussex
9. Kennebecasis
10. St. Stephen
11. Saint John—East
12. Sussex
13. Le Cormoran (Saint John)



CREATE



\$355,761

worth of donations & grants to support programming opportunities

Thank you!



Thank you!

Volunteers gave **7,309** hours!



read

October 22, 2018

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



Dear Ms. Grant:

On behalf of New Brunswick Community College (NBCC), we are very pleased to share our 2017-2018 NBCC Annual Report, demonstrating the continued strong stewardship of our publicly-funded College. With Campuses in six regions across the Province, NBCC makes a significant contribution to the social and economic prosperity of communities across New Brunswick.

This year's report highlights our accountability, achievements and adherence to our strategic plan, *Together We Rise*:

- 90% of 2016 graduates were employed one year after graduation; 90% of them here in New Brunswick and the majority (83%) in fields related to their training.
- NBCC alumni contribute \$1.5 billion to the provincial GDP.
- As NBCC continues to pursue new partnerships, our partners report a 95.7% satisfaction rate.
- In 2017-2018, 141 NBCC students participated in 80 applied research projects with 75 industry partners.
- NBCC staff and students participated in 6,000+ hours of volunteer service in 209 activities during two College-wide service days as part of our Robertson Institute for Community Leadership.
- NBCC officially launched our Indigenous Learning and Engagement initiative, increasing opportunities for students and staff to learn from and about Wabanaki culture and history.
- NBCC more than doubled our number of international students - for the second year in a row. 85% of NBCC international students indicate a desire to remain in Canada after graduation – 80% of them here in New Brunswick!

We are also including a *Report to the Community*, which highlights the successes of our students and staff over the course of the past year. We hope you will enjoy the stories within, which speak to the diversity of experiences that we enjoy at NBCC, as well as the many ways our College contributes to communities.

Our annual report reflects the hard work and commitment of NBCC's team as we continue to deliver high quality post-secondary education in New Brunswick. NBCC's agenda for growth contributes to a stronger New Brunswick and we look forward to working with you and your community pursuit of our shared vision for our Province and our country.

Yours sincerely,



Patrick Lacroix
Chair, NBCC Board of Governors



Marilyn Luscombe
President and CEO

2017-2018

2018November13OpenSessionFINAL_308

ANNUAL REPORT

OUR VISION

Transforming Lives and Communities

OUR PURPOSE

We are a collaborative, learner-centred college - creatively contributing to social and economic prosperity through applied learning.

OUR VALUES

Together We Rise not only by what we do, but also by how we do it. We make a difference every day through a common set of values that guide our relationships, our decision-making, our actions and our accountability.

WE LEARN TOGETHER TO...

- Nurture a culture of belonging
- Embrace innovation
- Encourage, engage and inspire
- Develop strong relationships
- Lead with integrity



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> EACH YEAR, NBCC OPERATIONS AND GRADUATES CONTRIBUTE \$1.5 BILLION TO NEW BRUNSWICK'S ECONOMY.*

*Source: Emsi Analysis of the Economic Impact and Return on Investment of Education: The Economic Value of New Brunswick Community College

MESSAGE FROM NBCC BOARD CHAIR

Since NBCC became a Board-governed, Crown corporation in 2010, the Board of Governors has evolved its governance approach to establish outcomes-focused expectations and accountabilities. An emphasis on outcomes helps to effectively focus the Board's attention on the big picture and on measuring the progress and success of our College.

NBCC's programs, services and initiatives contribute to New Brunswick's social and economic prosperity by supporting the aspirations of individual learners, seizing the opportunities of the labour market, and collaboratively solving the challenges of communities and industry.

In 2017-2018, NBCC launched *Together We Rise: NBCC's 2017-2022 Strategic Plan* which reflects this focus on outcomes and charts a course towards three bold goals for the College: welcoming more learners, enriching the NBCC Advantage and building our capacity to grow.

To ensure that we were progressing toward these goals, NBCC established a number of specific performance targets in addition to the Key Performance Indicators established by government. This report includes a summary of our progress on these performance targets in the first year of our 2017-2022 strategic plan.

Our success in meeting our goals relies on careful stewardship of our resources. By managing our resources wisely and transparently, we have been able to reinvest in strategic initiatives and priorities to move NBCC forward. This is reflected in the financial statements and results included within this report.

On behalf of the NBCC Board of Governors, I am pleased to present this annual report. As a Board, we are ultimately accountable for the results contained within this report. We are pleased to be able to demonstrate another year of strategic performance and responsible stewardship as we move towards NBCC's bold goals for our College and our Province.

L. PAUL ELLIOTT

CHAIR, NBCC BOARD OF GOVERNORS



2017-2018 NBCC Board of Governors

L. Paul Elliott (Chair), Patrick Lacroix (Vice-Chair), Jane Barry, Donna Bovolaneas, Lindsay Bowman, Derek Burchill, Mary Carpenter, Cameron Crain, Curtis Howe, Ian Killam, John Kowtaluk, Chris London, Wayne McDonald, Barb McKinley, Jennifer O'Donnell, Elizabeth Watters-Gray



MESSAGE FROM NBCC PRESIDENT AND CEO

NBCC is a driving force in New Brunswick and a significant contributor to social and economic prosperity. When NBCC is vibrant and growing, New Brunswick benefits. Each year, NBCC operations and our graduates contribute \$1.5 billion to the New Brunswick economy. Ninety-four per cent of our employed 2016 graduates are working right here in New Brunswick.

As New Brunswick faces declining population and limited resources, it is essential that NBCC act boldly to sustain and expand NBCC's contribution to our province. This is the motivation behind *Together We Rise: NBCC's 2017-2022 Strategic Plan*.

While the goals of *Together We Rise* - welcoming more learners, enriching the NBCC Advantage and building our capacity to grow - are bold and long-term, the progress towards these goals happens daily through the efforts of hundreds of NBCC employees.

Ongoing performance measurement and analysis has become increasingly important in understanding current progress and identifying future priorities. To support this work, we have established a new performance measurement framework which enables us to celebrate progress, reflect on obstacles to success and align our energies where they can have the most significant impact.

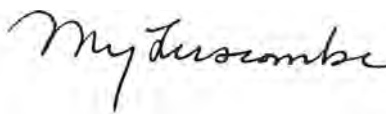
As you can see from this annual report, NBCC exceeded targets in many areas including international enrollment, continuing education learner participation, scholarships and bursaries, entrepreneurship, and overall partner satisfaction. We have continued to maintain progress in each of our Key Performance Indicators (KPIs).

A significant part of NBCC's accountability pertains to how we manage the public investments in our College. In this report, we have included a discussion and analysis of the financial statements to support this accountability. A more detailed discussion document can be found on nbcc.ca

Mindful of our significant contribution to New Brunswick and motivated by our vision of transforming lives and communities, NBCC's employees work each day to move our College and our Province forward. I am very pleased to submit this annual report on behalf of this committed and tireless team.

MARILYN LUSCOMBE

PRESIDENT AND CEO



NBCC Senior Executive Team

Marilyn Luscombe, *President and CEO*
Mary Butler, *Vice-President of Academic Development*
Suzanne Desrosiers, *Vice-President of Employee and Student Development*
Rachel Gillespie, *Vice-President of Strategy and Stakeholder Engagement*
Lisa Taylor, *Vice-President of Finance and Administration*

“AN EMPHASIS ON OUTCOMES HELPS FOCUS OUR ATTENTION ON THE BIG PICTURE AND ON MEASURING THE PROGRESS AND SUCCESS OF NBCC.”

L. PAUL ELLIOTT, Chair of the NBCC Board of Governors

TOWARD 2022: RISING TO THE CHALLENGE

When NBCC is vibrant and growing, New Brunswick benefits. NBCC is a driving force in New Brunswick and a significant contributor to social and economic prosperity.

As the Province faces the challenges of limited resources and declining population, there is no more important time for NBCC to act boldly. NBCC’s Board of Governors challenged the College community to map a course for the next five years guided by three outcomes: NBCC learners are exceptional, NBCC is a leading contributor to New Brunswick’s social and economic prosperity and our College is vibrant and growing.

With these outcomes in mind and through the engagement of more than 4,000 students, staff, alumni and partners. NBCC released Together We Rise: NBCC’s 2017-2022 Strategic Plan in 2017. This new plan outlined with three bold five-year goals for the College: welcoming more learners, enriching the NBCC Advantage and building our capacity to grow. Performance targets were set for each goal to help us measure and understand our progress. A full list of performance measures are presented in Appendix A. Baselines for each target are based on 2015-2016 results, if available. Benchmarks are based on external sources whenever possible.

To make meaningful progress towards the strategic goals and long-term outcomes, NBCC launched six priority initiatives with the intent of concentrating our efforts in these areas from 2017 to 2019.

Specifically NBCC will focus on:

- defining, better understanding and reducing barriers for individuals not currently considering or participating in post-secondary education.
- addressing the availability of enhanced support services through alternative hours and modes of delivery, including technology-enabled services.
- increasing the delivery of transitional support, career planning and employment services for prospective learners.
- increasing opportunities for staff and students to learn from and about Indigenous knowledge, culture and history through authentic partnerships with Indigenous communities.
- developing and implementing an employee professional development plan for leading change and responding to diverse learner needs.
- identifying and implementing a continuous improvement approach to further our strategic goals - with a focus on productivity, effectiveness and efficiency.

Many of the performance measures included in Appendix A relate to these two-year initiatives and results will be recorded in the 2018-2019 year.

KEY PERFORMANCE INDICATORS

81%

Annual graduation rate
Baseline 79% | Benchmark 60%

84%

Annual graduate employment rate (related field)
Baseline 83% | Benchmark 78%

90%

Annual graduate employment rate (overall)
Baseline 90% | Benchmark 80%

94%

Annual graduate employment rate (overall in NB)
Baseline 90%

85%

Annual student retention rate
Baseline 81% | Benchmark 83%

87%

Annual graduate satisfaction rate
Baseline 90% | Benchmark 80%

WELCOME MORE LEARNERS

NBCC aims to welcome over 10,000 learners annually by 2022. Opening our doors as widely as possible not only enriches our College, it makes our Province stronger. Over the next decade, 90,000 people will leave New Brunswick's workforce - resulting in thousands of job openings at businesses and organizations across the Province. We need to fill those gaps to sustain and foster economic growth and strengthen our social programs. To do this, we will reach out to under-represented learners and reach out beyond our borders. NBCC exceeded many targets in this area in 2017-2018, including learner participation in continuing education, international enrollment and scholarships and bursaries. While falling slightly short of our 2017-2018 targets for seat utilization (enrollment) and apprenticeship, NBCC still saw modest increases in each of these areas over 2016-2017. This resulted in an 11 per cent increase in the number of learners from 7,741 in 2016-2017 to 8,595 in 2017-2018.

2017-2018 RESULTS

2,884

Learner participation
in continuing education
Target 2,295 | Baseline 2,165

241

Number of international students
Target 150 | Baseline 92

1,881

Apprentice learner participation
Target 1,989 | Baseline 1,989

3,830

Seat utilization (enrollment)
Target 3,940 | Baseline 3,796

3.7%

Representation of Indigenous learners
Target 3.8% | Baseline 3.6%

\$643,612

Total value of scholarships
and bursaries annually available
Target \$400,000 | Baseline \$304,916

2017-2019 STRATEGIC PRIORITY INITIATIVE: BARRIER REDUCTION

We will define, better understand and reduce barriers for people not currently considering or participating in post-secondary education.

In 2017-2018, in collaboration with the Department of Post-Secondary Education, Training and Labour (PETL), we analyzed regional and demographic data and identified four target groups currently under-represented in post-secondary education: mature learners; immigrant and newcomer groups; individuals who are "non-completers" or have transferred from another post-secondary institution; and those living in rural or remote communities. A review of current procedures and practices was conducted to recommend approaches to reduce barriers.

2017-2019 STRATEGIC PRIORITY INITIATIVE: TRANSITIONAL SUPPORT

We will increase the delivery of transitional support, career planning and employment services for prospective learners.

In 2017-2018, NBCC has developed a Career Counselling Framework, including a summary of literature and best practices in transitional support services. NBCC Career and Wellbeing counsellors began receiving additional training in career counselling assessment tools in spring 2018 which continued over the summer. A career counselling pilot was undertaken with participants of In Bloom, a partnership between NBCC, the Harrison McCain Foundation and community organizations, to support the success of single mothers in transition from unsafe homes.

PROTOTYPE HABIMANA
Civil Engineering Technology

**"NBCC IS MORE THAN WELCOMING.
THEY'RE VERY, VERY HAPPY TO HELP YOU."**



ENRICH THE NBCC ADVANTAGE

Learners come to NBCC confident that they'll acquire the skills they need to achieve career success. However, an NBCC education is about more than making a living; it's about making a difference in lives and communities. Through the lifelong connections and life-changing experiences of the NBCC Advantage, graduates impact New Brunswick as entrepreneurs, innovators and community leaders. NBCC learners are leaders who contribute to diverse and inclusive communities in New Brunswick and around the world. While NBCC has exceeded targets in the areas of work-integrated learning and entrepreneurial experiences, we continue to have room to grow in terms of numbers of students participating in applied research.

2017-2018 RESULTS

566

Number of learners exposed to entrepreneurial experiences

Target 300 | Baseline 215

141

Number of learners who participate in applied research

Target 245 | Baseline 235

57

Number of alumni exposed to entrepreneurial experiences

Target 100 | Baseline 12

95%

Percent of Academic Programs with work integrated learning

Target 92% | Baseline 92.4%

2017-2019 STRATEGIC PRIORITY INITIATIVE: ENHANCED SUPPORT

We will address the availability of enhanced support services through alternative hours and modes of delivery, including technology-enabled services.

In 2017-2018, an inventory of existing support services was established and evaluated based on satisfaction rates, student demand (utilization rate) and costs of service. We completed an external review of five potential projects to enhance support services through the use of technology. In 2018-2019, pilot sites will be selected for support service projects which will include measures related to satisfaction, utilization, cost of service and student outcomes.

2017-2019 STRATEGIC PRIORITY INITIATIVE: INDIGENOUS LEARNING AND ENGAGEMENT

We will increase opportunities for staff and students to learn from and about Indigenous knowledge, culture and history through authentic partnerships with Indigenous communities.

In 2017-2018, NBCC formally launched an Indigenous Learning and Engagement Initiative to increase opportunities for students and staff to learn from and about Wabanaki culture and history. As part of this initiative, NBCC hired its first Director of Indigenous Learning and Engagement to guide NBCC in addressing the Truth and Reconciliation Commission's Call to Action; engaging Indigenous communities in authentic partnerships, and developing learning outcomes and activities for NBCC students and staff in ways that integrate Wabanaki knowledge systems.

ALYSSA DUSTIN
Business Administration:
Management Program

"THE SUPPORT I RECEIVED FROM NBCC WAS INCREDIBLE."



BUILD OUR CAPACITY TO GROW

In order to grow, we need to work together, supporting and pushing one another to think more creatively and more collaboratively. By managing our resources wisely and transparently, we have been able to re-invest in strategic initiatives and priorities to move NBCC forward. NBCC invests in the development of our employees to align our talents to our strategic goals. In 2017-2018, NBCC met or exceeded most targets in this area, most notably achieving a 96% industry and community partner satisfaction rate.

2017-2018 RESULTS

34.1%

Non-grant revenue as a percentage of total revenue

Target: 33.3% | Baseline: 33%

96%

Industry & community partner satisfaction

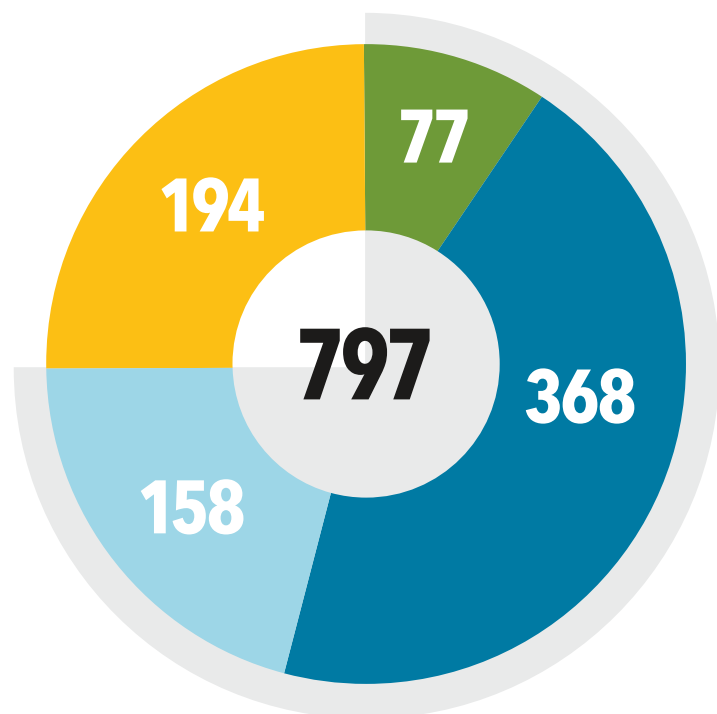
Target 80%

0.7%

Investment in annual PD as percentage of salaries & related expense

Target 0.7% | Baseline 0.6%

FULL TIME, CONTINUING OR TERM EMPLOYEES



Over 75% of NBCC's 797 employees work in direct programming, training and educational support.

46%
DIRECT PROGRAMMING

24%
MANAGEMENT & ADMINISTRATIVE SUPPORT

20%
EDUCATIONAL SUPPORT

10%
BUSINESS DEVELOPMENT

2017-2019 STRATEGIC PRIORITY INITIATIVE: CONTINUOUS IMPROVEMENT

We will identify and implement a continuous improvement approach to further our strategic goals - with a focus on productivity, effectiveness and efficiency.

In 2017-2018, the strategic committee participated in an introduction to continuous improvement provided by Dale Schattenkirk (KPMG). Staff were invited to suggest potential processes for continuous improvement and 13 ideas were submitted. NBCC is collaborating with KPMG LLP to establish a systems-approach to continuous improvement at the College, provide training and identify up to six pilot projects.

2017-2019 STRATEGIC PRIORITY INITIATIVE: EMPLOYEE PROFESSIONAL DEVELOPMENT

We will develop and implement an employee professional development plan for leading change and responding to diverse learner needs.

In 2017-2018, NBCC initiated research to identify best practices for professional development related to change leadership and diverse learner needs. After examining various models, a professional development plan on change management and best practices for responding to diverse learner needs is currently under development. A number of Champions from across the College are contributing to the creation of the professional development plan.

As part of the work of this initiative, and aligned with NBCC's values, a definition was established for sense-of-belonging at the College:

I am valued, accepted, respected and included at NBCC, where I see my authentic self as an essential and engaged part in transforming lives and communities

PAIGE POLCHIES
Personal Support Worker Program Graduate

"EVERYTHING I HAVE IN THIS LIFE, I'VE WORKED HARD FOR."



STEWARDSHIP AND STRATEGIC INVESTMENT

“A SIGNIFICANT PART OF NBCC’S ACCOUNTABILITY PERTAINS TO HOW WE MANAGE THE PUBLIC INVESTMENTS IN OUR COLLEGE. TRANSPARENT DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS SUPPORT THIS ACCOUNTABILITY.”

MARILYN LUSCOMBE, NBCC President and CEO



NBCC publishes annual, audited financial statements as part of our accountability process as a publicly-funded Crown corporation. By managing our resources wisely and transparently, we are able to reinvest in strategic initiatives and priorities to move NBCC forward. The following analysis provides additional information regarding the College’s financial position and operating activities as described in its audited financial statements for the fiscal year ended March 31, 2018. These financial statements are contained in this report and a more detailed financial statement discussion and analysis is available on our public website at nbcc.ca.

2017-2018 FINANCIAL HIGHLIGHTS

NBCC continued to demonstrate a strong record of responsible financial management during its fiscal year ended March 31, 2018. Financial highlights include:

- Excess of revenue over expense of \$2.1M representing 2.5% of revenue. This compares to \$3.2M (or 4.0%) in the prior year.
- Increase in net assets of \$2.1M also representing 2.5% of revenue. This increase is primarily attributed to:
 - » \$1.4M increase in accumulated operating surplus (\$0.7M increase in prior year); and,
 - » \$0.9M increase in net assets internally restricted for specific purposes (\$2.5M increase in prior year).
- Increase in total revenue of \$3.2M representing a 4.1% increase over prior year. This compares to a \$0.4M (or 0.5%) increase in prior year. This year’s total revenue represents a \$2.2M (or 2.7%) increase as compared to budget.
- Increase in total expense of \$4.3M representing a 5.6% increase over prior year. This compares to a \$1.1M (or 1.4%) decrease from the prior year. This year’s total expense nevertheless represents a savings of \$1.8M (or 2.2%) as compared to budget.

These financial results are not achieved in isolation. They have been achieved while supporting NBCC’s mandate as well as the College’s strategic, academic, operational, risk management and business plans.

NBCC remains subject to significant fiscal challenges:

- Annual cost inflation continues to outpace increases to NBCC’s grant from the Province and government-approved increases to tuition and mandatory fees. In order to remain financially sustainable, NBCC must, in part, continually adapt and become more efficient and effective in its planning and operations.
- Declining provincial populations in NBCC’s key demographics represent a potential loss of key tuition and fee revenue. In order to remain financially sustainable, NBCC must, in part, find new ways to maintain and grow enrollment or otherwise mitigate revenue losses.
- NBCC occupies many older buildings with significant deferred maintenance requirements. This continues to put pressure on NBCC’s capital and operating budgets for operations, repairs and maintenance concerns.

These fiscal challenges can be mitigated through strong financial stewardship and successful implementation of the outcomes outlined within *Together We Rise: NBCC’s 2017-2022 Strategic Plan*.

FINANCIAL ANALYSIS OF OPERATIONS

The *Statement of Operations and Changes in Accumulated Operating Surplus* presents College revenues and expenses including amounts funded from net assets internally restricted for specific purposes, capital-related funds and changes to the College’s unfunded future employee benefits.

Revenue is presented on the statement according to the source of revenue, e.g. grant from Province, tuition and fees and sales. Expense is presented according to type, e.g. salaries and benefits, services and supplies.

REVENUE *Exhibit 1: Revenue (Percentage of total by source)*

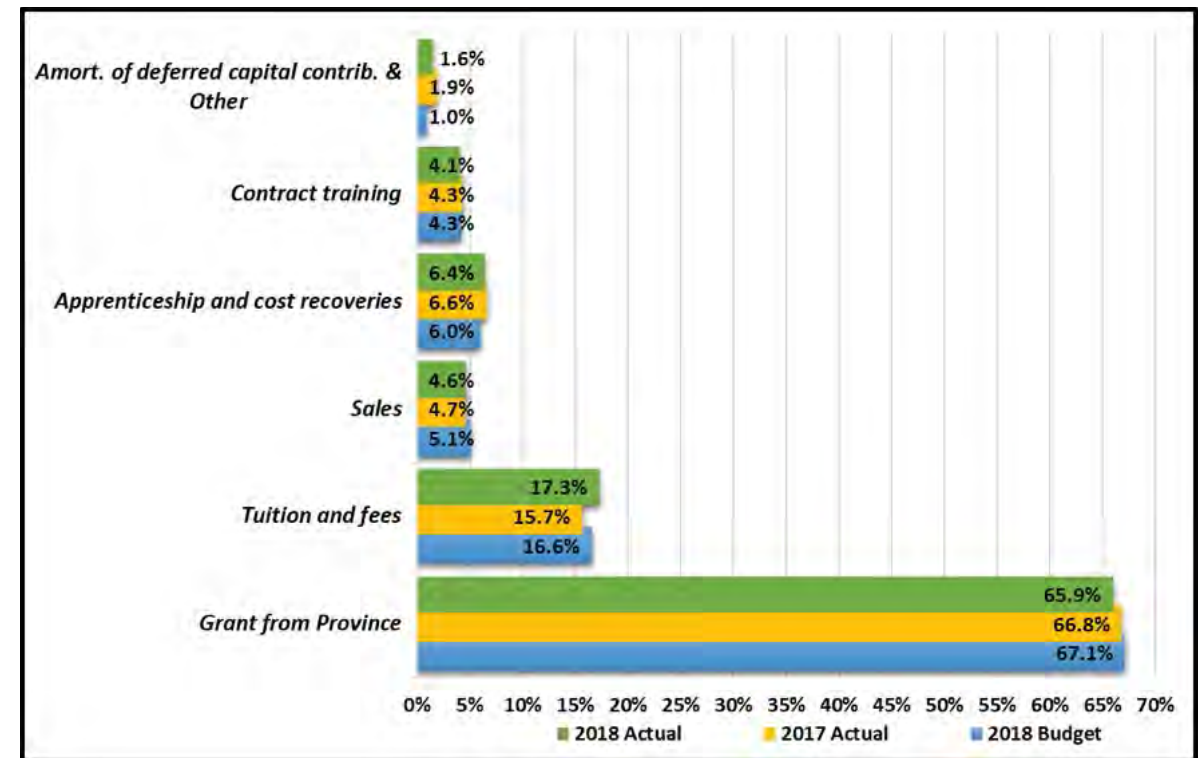


Exhibit 2: Revenue (Millions of dollars by source)

	2018 Budget	2018 Actual	2017 Actual
Grant from Province	\$53.9	\$54.4	\$53.0
Tuition and fees	\$13.4	\$14.3	\$12.4
Sales	\$4.1	\$3.8	\$3.7
Apprenticeship and cost recoveries	\$4.8	\$5.3	\$5.2
Contract training	\$3.4	\$3.4	\$3.4
Amort. of deferred capital contrib. & Other	\$0.8	\$1.3	\$1.5
TOTAL REVENUE	\$80.4	\$82.6	\$79.3

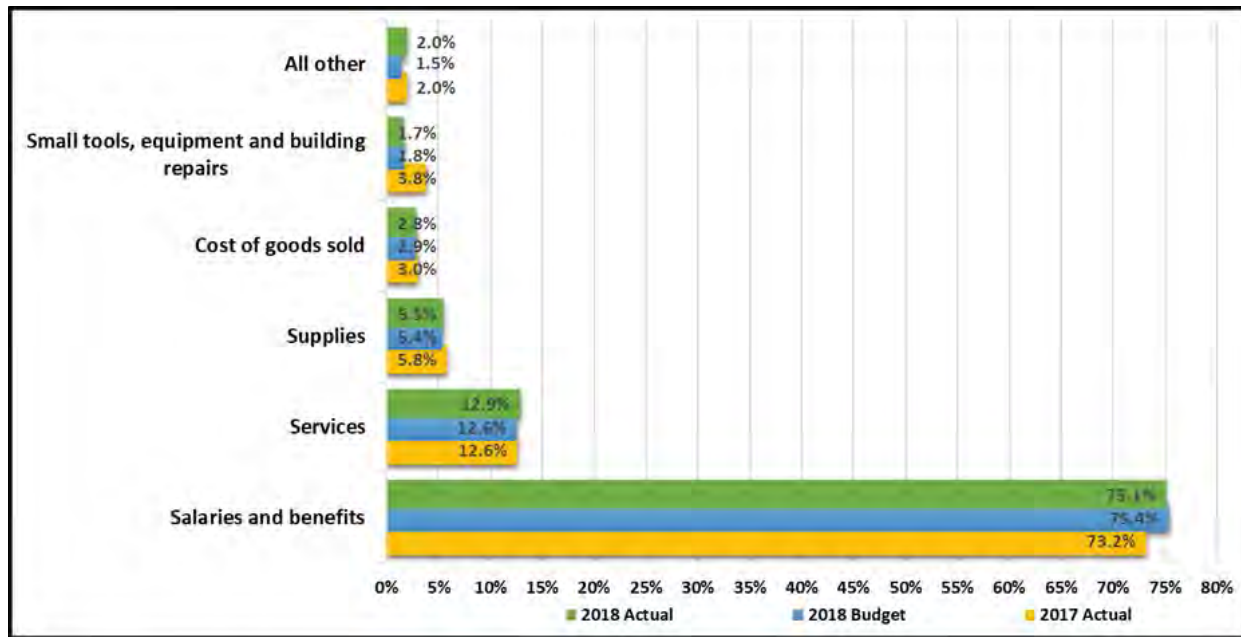
Total revenue is \$82.6M in 2017-2018, representing an increase of \$2.2M (or 2.7%) as compared to budget and a \$3.2M (or 4.1%) increase as compared to prior year. This increase is primarily attributed to:

- *Grant from Province* increase of \$1.4M (or 2.7%) as compared to prior year; and,
- *Tuition and fees* increase of \$1.8M (or 14.8%). This increase is due to increases in the number of international students as well as an increase to Supplementary International Fees.

Other sources of revenue, in terms of both dollar amounts and as a percentage of total revenue, remained consistent with 2016-2017 and with budget expectations.

NBCC places significant reliance on revenues subject to provincial approval(s) to fund operations. As can be seen in the graphs above, the *Grant from Province* comprises 65.9% of total revenues in 2017-2018, down from 66.8% in 2016-17. *Tuition and fees*, which are also subject to ministerial approval, comprise 17.3% of total revenue in 2017-18, up from 15.7% in 2016-2017. As part of the College’s strategic planning and performance measurement process, NBCC has set a target of increasing revenue derived from sources other than the *Grant from Province* to 40% of total revenue by 2021-2022.

EXPENSE Exhibit 3: Expense (Percentage of total by type)



Expense types as a percentage of total expenses have remained fairly consistent as measured year-over-year and as compared to budget.

Exhibit 4: Expense (Millions of dollars by type)

	2018 Budget	2018 Actual	2017 Actual
Salaries and benefits	\$60.3	\$60.4	\$57.5
Services	\$10.4	\$10.4	\$9.6
Supplies	\$4.8	\$4.4	\$4.1
Cost of goods sold	\$2.5	\$2.3	\$2.2
Small tools, equipment and building repairs	\$3.2	\$1.4	\$1.3
All other	\$1.2	\$1.6	\$1.5
TOTAL EXPENSES	\$82.3	\$80.5	\$76.2

Total expense was \$80.5M in 2017-2018, representing a decrease of \$1.8M (or 2.2%) as compared to budget and \$4.3M (or 5.6%) increase as compared to prior year. The increase from prior year is primarily attributed to:

- *Salaries and benefits* increase of \$0.2M (or 0.3%) as compared to budget and \$3.0M (or 5.2%) as compared to prior year. Increases over prior year reflect retroactive and current economic adjustments for recently settled collective agreements, merit progression through salary ranges, and increases to the College’s sick leave and WorkSafeNB liabilities.
- *Services* did not increase or decrease as compared to budget but experienced an increase of \$0.8M (or 8.4%) as compared to prior year. This increase is primarily attributed to additional spending of:

- » \$0.3M related to capital projects (including a backlog of projects scheduled for 2016-2017) and completed in 2017-2018; and,
- » \$0.3M related to Information Solutions (including a backlog of projects scheduled for 2016-2017 and completed in 2017-2018); and,
- » \$0.2M related to Technology and Resource Learning (including a backlog of projects scheduled for 2016-2017 and completed in 2017-2018).

- *Supplies* decrease of \$0.4M as compared to budget. Supplies increased by \$0.3M as compared to prior year. This represents a nominal change.
- *Cost of goods sold* decrease of \$0.2M as compared to budget and an increase of \$0.1M as compared to prior year (a nominal change).

While *Small tools, equipment and building repairs* experienced virtually no change in spending from prior year, 2017-2018 spending represented a decrease of \$1.8M (or 57.1%) as compared to budget. This variance from budget is primarily attributed to:

- \$0.8M of unbudgeted capitalization of *Small tools, equipment and building repairs*;
- \$0.1M of unbudgeted *Transfer of Assets to Province* from *Small tools, equipment and building repairs*;
- \$0.4M of budgeted projects which were scheduled to start in 2017-2018 but were not completed during the fiscal year; and,
- \$0.4M of funded and budgeted projects funded started in 2016-2017 or earlier but not completed during the fiscal year.

FINANCIAL STATEMENTS

MARCH 31, 2018

Independent Auditor's Report



KPMG LLP Frederick Square 77 Westmorland Street, Suite 700 Fredericton NB E3B 6Z3 Telephone (806) 462-8000 Fax (806) 460-0072	One Factory Lane PO Box 827 Moncton NB E1C 8N6 Telephone (806) 866-4400 Fax (806) 866-4499	133 Prince William Street PO Box 2388 Strn Main Saint John NB E2L 3V6 Telephone (806) 634-1000 Fax (806) 633-8828
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INDEPENDENT AUDITORS' REPORT

To the Chairperson and Board of Governors

We have audited the accompanying financial statements of New Brunswick Community College, which comprise the statement of financial position as at March 31, 2018, the statements of operations and changes in accumulated operating surplus, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of New Brunswick Community College as at March 31, 2018, and its results of operations and changes in accumulated operating surplus, the changes in its net assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Comparative Information

The financial statements of New Brunswick Community College as at and for the year ended March 31, 2017 were audited by another auditor who expressed an unqualified opinion on those financial statements on September 15, 2017.

Chartered Professional Accountants
Moncton, Canada
June 14, 2018

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

STATEMENT OF FINANCIAL POSITION

2018November13OpenSessionFINAL 319

**STATEMENT OF OPERATIONS
AND CHANGES IN ACCUMULATED OPERATING SURPLUS**

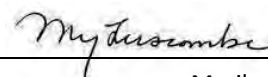
	2018	2017
ASSETS		
Current Assets		
Cash (Note 2c)	\$ 11,225	\$ 8,725
Due from Province (Note 2c)	24,383,279	21,595,349
Accounts receivable and accrued revenue (Note 3)	3,698,165	1,096,990
Inventories (Note 4)	724,287	742,318
Prepaid expenses	430,335	464,207
	<u>29,247,291</u>	<u>23,907,589</u>
Capital Assets (Note 5)	2,166,741	2,065,973
	<u>\$ 31,414,032</u>	<u>\$ 25,973,562</u>
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	\$ 2,894,363	\$ 1,944,389
Deferred revenue (Note 6)	5,944,199	5,705,432
Accrued salaries and benefits	6,049,768	4,171,823
	<u>14,888,330</u>	<u>11,821,644</u>
Long Term Liabilities		
Deferred capital contributions (Note 7)	258,236	218,114
Employee future benefits (Note 8)	3,655,000	3,407,900
	<u>3,913,236</u>	<u>3,626,014</u>
	<u>18,801,566</u>	<u>15,447,658</u>
NET ASSETS		
Invested in capital assets (Note 10)	1,908,505	1,847,859
Internally restricted for specific purposes (Note 9)	8,177,232	7,256,097
Unfunded future employee benefits (Note 8)	(3,655,000)	(3,407,900)
Accumulated operating surplus	6,181,729	4,829,848
	<u>12,612,466</u>	<u>10,525,904</u>
	<u>\$ 31,414,032</u>	<u>\$ 25,973,562</u>

For further information with regard to Commitments, see Note 12.
For further information with regard to Contingencies, see Note 15.

Approved by the Board:



L. Paul Elliott
Chair, Board of Governors



Marilyn Luscombe
President and CEO

	2018 Budget	2018 Actual	2017 Actual
REVENUE			
Grant from Province (Note 14)	\$ 53,940,636	\$ 54,440,837	\$ 52,998,133
Tuition and fees	13,357,281	14,287,027	12,439,881
Sales	4,104,504	3,833,541	3,701,067
Apprenticeship and cost recoveries (Note 14)	4,800,000	5,306,123	5,244,943
Contract training	3,418,802	3,416,000	3,414,436
Amortization of deferred capital contributions (Note 7)	-	102,258	103,602
Other (Note 11)	779,053	1,189,176	1,439,388
	<u>80,400,276</u>	<u>82,574,962</u>	<u>79,341,450</u>
EXPENSE			
Salaries and benefits	60,264,967	60,448,616	57,450,104
Services	10,378,348	10,373,051	9,568,770
Supplies	4,803,566	4,425,059	4,105,638
Cost of goods sold	2,496,839	2,281,012	2,191,012
Small tools, equipment and building repairs	3,163,152	1,355,825	1,349,782
Amortization of capital assets	700,000	816,925	784,325
Transfer of asset to the Province (Note 14)	-	283,080	-
Grants and payments	250,831	261,600	296,210
Bank fees and miscellaneous	115,683	104,665	121,453
Bad debt	74,000	71,597	242,796
Inventory obsolescence and adjustments	67,100	66,970	77,528
	<u>82,314,486</u>	<u>80,488,400</u>	<u>76,187,618</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	(1,914,210)	2,086,562	3,153,832
Changes in accumulated operating surplus			
Net assets used to acquire capital assets (Note 10)	-	(60,646)	(171,680)
Change in net assets internally restricted for specific purposes	1,914,210	(921,135)	(2,540,483)
Unfunded future employee benefits	-	247,100	280,100
	<u>\$ -</u>	<u>\$ 1,351,881</u>	<u>\$ 721,769</u>
INCREASE IN ACCUMULATED OPERATING SURPLUS			

STATEMENT OF CHANGES IN NET ASSETS

2018November13OpenSessionFINAL 320

STATEMENT OF CASH FLOWS

	2018				Total	2017
	Accumulated Operating Surplus (Deficit)	Invested in Capital Assets (Note 10)	Internally Restricted for Specific Purposes (Note 9)	Unfunded Employee Future Benefits: Sick Leave and WorksafeNB (Note 8)		
NET ASSETS (LIABILITIES), BEGINNING OF YEAR	\$ 4,829,848	\$ 1,847,859	\$ 7,256,097	\$ (3,407,900)	\$ 10,525,904	\$ 7,372,072
Changes during the year						
Excess of revenues over expenses	3,743,714	60,646	(1,470,698)	(247,100)	2,086,562	3,153,832
Transfer to Internally Restricted for Specific Purposes	(2,391,833)	-	2,391,833	-	-	-
Net change during the year	1,351,881	60,646	921,135	(247,100)	2,086,562	3,153,832
NET ASSETS (LIABILITIES), END OF YEAR	\$ 6,181,729	\$ 1,908,505	\$ 8,177,232	\$ (3,655,000)	\$ 12,612,466	\$ 10,525,904

Operating Activities

Excess of revenue over expense

	2018	2017
Excess of revenue over expense	\$ 2,086,562	\$ 3,153,832

Add (deduct) non-cash items

Amortization of capital assets
Amortization of deferred capital contributions
Bad debt
Inventory obsolescence and adjustments

Amortization of capital assets	816,925	784,325
Amortization of deferred capital contributions	(102,258)	(103,602)
Bad debt	71,597	242,796
Inventory obsolescence and adjustments	66,970	77,528
	<u>853,234</u>	<u>1,001,047</u>

Add (deduct) changes in non-cash working capital

Accounts receivable and accrued revenue
Inventories
Prepaid expenses
Accounts payable and accrued liabilities
Deferred revenue
Accrued salaries and benefits
Employee future benefits

Accounts receivable and accrued revenue	(2,672,772)	(329,878)
Inventories	(48,939)	(127,426)
Prepaid expenses	33,872	(76,721)
Accounts payable and accrued liabilities	949,974	73,685
Deferred revenue	238,767	118,379
Accrued salaries and benefits	1,877,945	(107,380)
Employee future benefits	247,100	280,100
	<u>625,947</u>	<u>(169,241)</u>

Add (deduct) capital activities

Acquisition of capital assets

Acquisition of capital assets	(775,313)	(852,403)
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INCREASE TO CASH AND CASH EQUIVALENTS

Add: Cash and cash equivalents, beginning of year

CASH AND CASH EQUIVALENTS, END OF YEAR

INCREASE TO CASH AND CASH EQUIVALENTS	2,790,430	3,133,235
Add: Cash and cash equivalents, beginning of year	21,604,074	18,470,839
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 24,394,504</u>	<u>\$ 21,604,074</u>

CASH AND CASH EQUIVALENTS REPRESENTED ON STATEMENT OF FINANCIAL POSITION BY:

Cash (Note 2c)
Due from Province (Note 2c)
Cash and cash equivalents, end of year

Cash (Note 2c)	\$ 11,225	\$ 8,725
Due from Province (Note 2c)	24,383,279	21,595,349
Cash and cash equivalents, end of year	<u>\$ 24,394,504</u>	<u>\$ 21,604,074</u>

NOTES TO FINANCIAL STATEMENTS

2018November13OpenSessionFINAL 321

NOTES TO FINANCIAL STATEMENTS

1. AUTHORITY AND PURPOSE

New Brunswick Community College (the “College”) was established as a post-secondary public education corporation under the authority of the *New Brunswick Community Colleges Act* effective May 29, 2010. The College is exempt from income tax under section 149 of the Income Tax Act.

The College, with campuses located in Fredericton, Miramichi, Moncton, Saint John, St. Andrews and Woodstock, is responsible for enhancing the economic and social wellbeing of the Province of New Brunswick (“Province”) by addressing the occupational training requirements of the population and of the labour market of the Province.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The College is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian public sector accounting standards for non-profit organizations (PSAS-NPO). The following is a summary of significant accounting policies:

a. Revenue recognition

The College follows the deferral method of revenue recognition for contributions which include donations and government grants.

The College receives grants and donations from a number of different sources for operating, research and capital expenditures.

- Unrestricted operating grant (e.g. Grant from Province) is recognized in the period when received or receivable. Unrestricted operating grant received for a future period is reported as unearned (i.e. deferred) revenue.
- Externally restricted operating grants (e.g. research or other special purpose funding) and capital contributions are deferred until the period that the expenditure occurs. Externally restricted amounts may only be used for purposes designated by the funder.

Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a straight-line basis at a rate corresponding with the amortization rate for the related capital assets.

Amounts received or receivable for tuition and fees and sales are recognized as revenue in the period in which the goods are delivered or the services are provided. Amounts received in advance are reported as unearned (i.e. deferred) revenue.

b. Expense recognition

The College uses the accrual basis of accounting for expenses.

Amounts paid or payable are recognized as expenses in the period in which the goods are delivered or the services are provided to the College. Amounts paid in advance are reported as prepaid expenses.

c. Cash and Due from Province

Cash consists of cash on hand and amounts held by financial institutions.

Amounts due from the Province are cash equivalents. College operational expenses and revenues flow through the Province’s bank account as it is cost effective for the College to employ cash concentration services provided by the Province rather than implement independent banking arrangements.

d. Inventories

Inventories for resale are held by bookstores, copy centres and cafeterias operated by the College. Inventories are valued at the lower of cost and net realizable value. Net realizable value is the estimated selling price in the ordinary course of business less any applicable costs associated with its sale or disposal. See Note 4 for more information about inventories.

Inventories held for consumption exist in administrative and instructional programs across the College. The value of these inventories is not recognized in these statements.

e. Capital assets

Purchased capital assets are recorded at cost and are amortized on a straight-line basis over the estimated useful lives. See Note 5 for more information about capital assets. Donated capital assets are recorded at fair value at the date the donation was received. Fair value of donated capital assets with a value in excess of \$1,000 is established through independent appraisal. See Note 7 for donated capital assets recorded as deferred capital contributions during the period. Disposals of capital assets are removed from the accounts at their net book value.

Repairs and maintenance are charged to operating expense. Betterments which extend the estimated life of an asset owned by the College, (i.e. which increases its service capacity or lower future costs,) are capitalized.

The College operates from land and buildings provided by the Province. A Memorandum of Understanding between the College, the Minister of Transportation and Infrastructure, and the Minister of Post-Secondary Education, Training and Labour outlines the rights and obligations of these parties in relation to their occupancy and use. The Memorandum of Understanding does not constitute a lease or transfer of property to the College. Land, land improvements, buildings and major equipment owned by the Province and occupied or used by the College are therefore not reflected as assets of the College. Betterments made to any asset owned by the Province and used by the College are expensed in the year they occur if they fall below the capitalization threshold.

Asset Class	Cost Thresholds	Estimated Useful Life
Vehicles	\$10,000	5–15 years
Furniture and equipment	\$10,000	5–10 years

f. Accrued payroll benefits

The College has accrued accumulated vacation pay and non-instructional time for employees. The number of days accumulated for each employee as well as their rate of pay (in accordance with current policy and

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collective agreements) has been used to determine the estimated amount of the liability. This liability is recorded in accrued salaries and benefits at a value of \$3,481,700 in 2018 (\$3,147,235 in 2017).

g. Liability for sick leave obligation

Employees of the College are entitled to sick leave benefits which accumulate but do not vest. Sick leave benefits which accumulate but do not vest are considered obligations. PSAS-NPO related to post-employment benefits and compensated absences require the College to recognize that liability. Note 8c offers more detail regarding the College's liability for sick leave obligation.

h. Liability for WorkSafeNB obligation

Employees of the College are entitled to wage-replacement benefits in the event of illness or injury which can be established occurred as a result of employment at the College through WorkSafeNB. Benefits payable in the future related to claims approved by WorkSafeNB are considered obligations. PSAS-NPO standards related to post-employment benefits and compensated absences require the College to recognize that liability. Note 8d offers more detail regarding Liability for WorkSafeNB obligation.

i. Financial instruments

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Company determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Company expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

j. Accounting estimates

The preparation of financial statements in accordance with PSAS-NPO standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period.

If actual results differ from management's estimates the impact is recorded in future periods when the difference is known.

The most significant estimates made in the preparation of the financial statements include:

- Allowance for uncollectible (doubtful) accounts receivable;
- Fair value of donated capital assets for which an appraisal is not available;

- Useful life of capital assets;
- Accrued salaries and benefits;
- Accrued liabilities related to sick leave obligation;
- Accrued liabilities related to WorkSafeNB obligation; and,
- Deferred revenue.

k. Accounting changes

On April 1, 2017, the College adopted the following Canadian public sector accounting standards:

- PS 2200 Related party disclosures, defines a related party and establishes disclosures required for related party transactions.
- PS 3210 Assets, provides guidance for applying the definition of assets in PS 1000, Financial Statement Concepts and establishes general disclosure standards for assets.
- PS 3320 Contingent Assets, establishes disclosure standards on contingent assets.
- PS 3380 Contractual rights, defines and establishes disclosure standards on rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- PS 3420 Inter-entity transactions, establishes standards on how to account for and report transactions between public sector entities that comprise the reporting entity. This standard provides that inter-entity transactions should generally be recorded at the carrying amount at the transaction date, except in certain circumstances.

The adoption of these standards did not result in an accounting policy change and did not result in any adjustments to the financial statements as at April 1, 2017 except as described in Note 14 Related Party Transactions.

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3. ACCOUNTS RECEIVABLE AND ACCRUED REVENUE

	2018	2017
Tuition and fees	\$ 605,190	\$ 501,840
Organizations other than the Province	737,960	696,585
Province	2,654,350	182,158
Advances and other	13,249	2,305
ACCOUNTS RECEIVABLE (GROSS)	4,010,749	1,382,888
Allowance for doubtful accounts	(312,584)	(285,898)
ACCOUNTS RECEIVABLE (NET)	\$ 3,698,165	\$ 1,096,990

Accounts Receivable (Gross) comprises the following categories:

	Tuition and fees	Organizations other than the Province	Province	Advances and other	ACCOUNTS RECEIVABLE (GROSS)
0-30 days	\$ 300,132	\$ 407,824	\$ 2,641,695	\$ 13,249	\$ 3,362,900
31-60 days	21,187	25,687	35	-	46,909
61-90 days	110,963	2,309	168	-	113,440
91-180 days	12,286	2,006	12,452	-	26,744
181-360 days	75,198	-	-	-	75,198
361+ days	85,424	160,859	-	-	246,283
Other adjustments	-	139,275	-	-	139,275
	<u>\$ 605,190</u>	<u>\$ 737,960</u>	<u>\$ 2,654,350</u>	<u>\$ 13,249</u>	<u>\$ 4,010,749</u>

At March 31, 2018, other adjustments include \$172,406 in credits receivable from vendors of the College partially offset by \$33,131 in amounts related to sponsored students.

4. INVENTORIES

	2018	2017
Textbooks for resale	\$ 555,959	\$ 586,588
Stationery and supplies for resale	97,572	86,374
Clothing and other items for resale	70,756	69,356
INVENTORIES	\$ 724,287	\$ 742,318

5. CAPITAL ASSETS

	2018		2017	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Vehicles	\$ 1,211,128	\$ 681,989	\$ 529,139	\$ 639,859
Furniture and equipment	5,763,852	4,126,250	1,637,602	1,426,114
	<u>\$ 6,974,980</u>	<u>\$ 4,808,239</u>	<u>\$ 2,166,741</u>	<u>\$ 2,065,973</u>

6. DEFERRED REVENUE

	2018	2017
Student tuition	\$ 3,039,047	\$ 3,154,467
Technology and learning resource fee	257,044	281,850
Confirmation fees	741,928	635,664
Student development grants	886,844	712,795
Contract training	748,813	450,105
Research	146,952	315,624
Other	123,571	154,927
DEFERRED REVENUE	\$ 5,944,199	\$ 5,705,432

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7. DEFERRED CAPITAL CONTRIBUTIONS

	2018	2017
Deferred capital contributions, beginning of year	\$ 218,114	\$ 296,411
Contributions during the year	142,380	25,305
Amortization during the year	(102,258)	(103,602)
DEFERRED CAPITAL CONTRIBUTIONS, end of year	\$ 258,236	\$ 218,114

8. EMPLOYEE FUTURE BENEFITS

a. Pension

Effective January 1, 2014 the Public Service Superannuation Act (the "PSSA") was converted and replaced by the Public Service Shared Risk Plan (PSSRP) by the Act Respecting Pensions under the Public Superannuation Act. The PSSRP is a shared risk pension plan in accordance with New Brunswick's Pension Benefits Act. Certain employees of the College are entitled to receive benefits under the PSSRP. Under the New Brunswick Community Colleges Act, liabilities related to the PSSA were not transferred to the College and are the responsibility of the Province. Obligations under the PSSRP continue to be the responsibility of the Province.

b. Retirement allowance

Certain long serving employees receive a retirement allowance upon retirement from public service. The plan is funded by the Province. The Province made changes to this program in 2013-14 where management and non-union employees of the College no longer accumulate retirement allowance credits. Under the New Brunswick Community Colleges Act, liabilities related to retirement allowances were not transferred to the College and are the responsibility of the Province.

c. Sick leave

Employees of the College are entitled to sick leave benefits which accumulate but do not vest. Sick leave benefits which accumulate but do not vest are considered obligations. PSAS-NPO standards related to post-employment benefits and compensated absences require the College to recognize that liability. Based on an actuarial valuation of the liability at March 31, 2018 the accrued sick leave obligation and the expense related to the accrued sick leave obligation are as follows:

	2018	2017
Accrued sick leave obligation, beginning of year	\$ 1,478,700	\$ 1,277,900
Expense related to accrued sick leave obligation:		
Current period benefit cost	394,000	382,800
Amortization of actuarial losses	135,400	136,200
Sick leave benefit interest expense	83,300	79,800
	<u>612,700</u>	<u>598,800</u>
Employer benefit payments	(386,700)	(398,000)
ACCRUED SICK LEAVE OBLIGATION, END OF YEAR	\$ 1,704,700	\$ 1,478,700

The sick leave liability is unfunded. The liability has been determined by an actuarial valuation using management's best estimate of salary escalation, accumulated sick days at retirement, long term inflation rates and discount rates, as follows:

Number employees:	804	Average age of employees:	50.1 years	Discount rate:	3.20% per annum
Expected Average Remaining Service Life of employees:	10 years	Average service of employees:	10.3 years	Salary escalation:	3.00% per annum

Comparative information reported for the year ended March 31, 2017:

Number employees:	819	Average age of employees:	49.7 years	Discount rate:	3.25% per annum
Expected Average Remaining Service Life of employees:	10.3 years	Average service of employees:	10.2 years	Salary escalation:	2.92% per annum

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d. WorkSafeNB

Employees and students of the College are entitled to wage-replacement benefits in the event of illness or injury which can be established occurred as a result of employment at the College through WorkSafeNB. Benefits payable in the future related to claims approved by WorkSafeNB are considered obligations. PSAS-NPO standards related to post-employment benefits and compensated absences require the College to recognize that liability. The College is self-insured for WorkSafeNB claims. Claim payments are factored into the liability for WorkSafeNB obligation as outlined below. Based on an actuarial valuation of the liability at March 31, 2018 the accrued WorkSafeNB obligation and the expense related to the accrued WorkSafeNB obligation are as follows:

	2018	2017
Accrued WorkSafeNB obligation, beginning of year	\$ 1,929,200	\$ 1,849,900
Expense related to accrued WorkSafeNB obligation:		
Current period benefit cost	299,500	286,900
Amortization of actuarial losses (gains)	700	(700)
WorkSafeNB benefit interest expense	61,800	58,900
	<u>362,000</u>	<u>345,100</u>
Employer benefit payments	<u>(340,900)</u>	<u>(265,800)</u>
ACCRUED WORKSAFENB OBLIGATION, END OF YEAR	<u>\$ 1,950,300</u>	<u>\$ 1,929,200</u>

Annual claim payments are expensed by the College and are included in salaries and benefits in the Statement of Operations. The WorkSafeNB liability is unfunded. The liability has been determined by an actuarial valuation using management's best estimate of inflation, discount rate and assumed average age at accident, as follows:

Inflation	1.70% per annum	Extended Wage Loss Benefits in Pay:	4	Discount rate:	3.20% per annum
Inflation on Medical Aid:	3.45% per annum	Average age of Extended Wage Loss Benefits in Pay:	60.65 years	Assumed average age at Accident	39 years

Comparative information reported for the year ended March 31, 2017:

Inflation	1.50% per annum	Extended Wage Loss Benefits in Pay:	4	Discount rate:	3.25% per annum
Inflation on Medical Aid:	3.15% per annum	Average age of Extended Wage Loss Benefits in Pay:	57.65 years	Assumed average age at Accident	39 years

9. NET ASSETS INTERNALLY RESTRICTED FOR SPECIFIC PURPOSES

The College restricts a portion of its net assets for specific purposes. Restrictions are recorded to reflect funds that have been internally restricted for specific projects and purposes including one-time, non-recurring expenditures as approved by the Board. Amounts included in net assets internally restricted for specific purposes include the following categories:

	2018	2017
Capital Projects	\$ 2,334,205	\$ 1,743,904
Strategic Initiatives	1,611,646	1,353,726
Academic Development	1,450,620	1,759,012
College-Wide Contingency	1,000,000	1,000,000
Information Technology	681,551	900,653
Strategy and Stakeholder Engagement	362,940	-
Business Development	307,000	195,200
Research and Applied Innovation	156,327	47,314
Student Development	101,681	80,848
Other	171,262	175,440
	<u>\$ 8,177,232</u>	<u>\$ 7,256,097</u>

10. NET ASSETS INVESTED IN CAPITAL ASSETS

	2018	2017
Capital assets (net book value) per Note 5	\$ 2,166,741	\$ 2,065,973
Capital assets funded from capital contributions per Note 7	<u>(258,236)</u>	<u>(218,114)</u>
NET ASSETS INVESTED IN CAPITAL ASSETS	<u>\$ 1,908,505</u>	<u>\$ 1,847,859</u>

The change in Net Assets Invested in Capital Assets comprises:

	2018	2017
Capital asset additions (net of donated assets):		
Additions per Statement of Cash Flows	\$ 775,313	\$ 852,403
Other:		
Amortization of capital assets	(816,925)	(784,325)
Amortization of deferred capital contributions	<u>102,258</u>	<u>103,602</u>
NET CHANGE IN INVESTMENT IN CAPITAL ASSETS	<u>\$ 60,646</u>	<u>\$ 171,680</u>

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11. OTHER REVENUE

	2018	2017
Facility and related rentals	\$ 96,416	\$ 78,191
Research	667,118	546,910
Other	425,642	814,287
	<u>\$ 1,189,176</u>	<u>\$ 1,439,388</u>

12. COMMITMENTS

The College is committed to the following lease, maintenance or other agreement payments for future years.

	2018	2017
2017-18	\$ -	\$ 738,270
2018-19	1,167,707	454,095
2019-20	421,786	421,786
2020-21	331,036	331,036
2021-22	326,612	326,612
2022-23	313,339	-
	<u>\$ 2,560,480</u>	<u>\$ 2,271,799</u>

13. FINANCIAL INSTRUMENTS

a. Fair value of financial assets and financial liabilities

Financial instruments of the College comprise cash and cash equivalents, accounts receivable and accrued revenues, accounts payable and accrued liabilities, as well as accrued salaries and benefits. The carrying value of these financial instruments approximates their fair value due to the relatively short terms to maturity.

b. Credit risk

The College may be exposed to credit-related losses in the event of non-performance by counterparties to its financial instruments including accounts receivable of students, sponsors and other parties contracting for the receipt of instruction. The amounts disclosed in the financial statements are net of an allowance for doubtful accounts, estimated by the College in accordance with its guidelines. The College has a diverse mix of students, sponsors and other parties limiting significant exposure to any individual counterparty.

c. Liquidity risk

The College may be exposed to liquidity risk in the event that its obligations exceed its supply of liquid assets or authorized spending. Through cash concentration services provided by the Province, the College receives adequate liquid assets to fulfill its obligations as they become due. The College also has an internally restricted contingency fund in place to accommodate reasonable unforeseen expenditure.

14. RELATED PARTY TRANSACTIONS

The College was established as a post-secondary public education corporation under the authority of the *New Brunswick Community Colleges Act* to serve as an agent of the Crown. As such, the College and the Province, including its various ministries, departments and other Crown Corporations are related parties.

During the period, the following were received and are measured at the exchange amount, which is the amount of consideration established and agreed by the related parties:

- \$54,440,837 in grants from the Province (\$52,998,133 in 2017);
- \$5,306,123 in revenues from departments of the Province regarding Apprenticeship and cost recoveries (\$5,244,943 in 2017).

Contributed services are received from the Province for various unallocated operating costs. The College has elected not to recognize these as expenses. The contributed services include:

- Use of buildings at six campuses and corporate offices, having an area in excess of one million square feet;
- Cash concentration services (see Note 2c for more information); and,
- Payroll and financial system services.

The College has adopted Public Sector Section 3420 (Inter-Entity Transactions) on a prospective basis. During the period, the following was transferred by the College to the Province:

- \$283,080 in capital assets to the Province of New Brunswick's Department of Transportation and Infrastructure related to two projects completed during the period.

Amounts owing from the Province at March 31, 2018 total \$2,654,350 (\$182,158 in 2017) and are included in accounts receivable and accrued revenue (see Note 3).

15. CONTINGENCIES

a. Legal

The College is engaged in various legal proceedings. Potential costs, if any, related to claims against the College have not been reflected in the financial statements. While the ultimate outcome of these proceedings cannot be predicted at this time, it is the opinion of the College that the resolution of these claims will not have a material impact on the financial position of the College. Any loss or gain that may result from these proceedings will be accounted for in the period in which the settlement occurs.

NOTES TO FINANCIAL STATEMENTS**APPENDIX****b. Collective bargaining**

The College is party to one collective agreement expired on or before March 31, 2018. At the time of issuance of these financial statements, no settlements have been reached. The value of potential settlements cannot be predicted at this time. Accordingly, amounts are expensed in the period that they occur. The Province has traditionally increased the Grant from Province in the amount of economic increases related to approved settlements in the form of an in-year supplementary budget transfer.

16. COMPARATIVE FIGURES

Certain figures for 2017 have been reclassified to conform to the presentation adopted in 2018.

SUPPLEMENTARY INFORMATION SCHEDULE A: OPERATIONS BY TYPE

	2018 Budget	2018 Actual	2017 Actual
REVENUE			
Tuition and fees	\$ 13,357,281	\$ 14,287,027	\$12,439,881
Contract training	3,418,802	3,416,000	3,414,436
Sales	4,104,504	3,833,541	3,701,067
Other (Note 7 and Note 11)	779,053	1,291,434	1,542,990
	<u>21,659,640</u>	<u>22,828,002</u>	<u>21,098,374</u>
Apprenticeship and cost recoveries	4,800,000	5,306,123	5,244,943
Grant from Province (Note 14)	53,940,636	54,440,837	52,998,133
	<u>80,400,276</u>	<u>82,574,962</u>	<u>79,341,450</u>
EXPENSE			
Direct program costs	31,195,930	32,086,220	29,754,464
Educational support	15,394,712	14,024,822	14,503,227
Management & administrative services	24,814,635	23,177,172	21,109,818
Apprenticeship & cost recoveries	4,650,000	4,846,827	4,510,732
Contract training	3,762,370	4,072,347	4,118,192
Cost of goods sold	2,496,839	2,281,012	2,191,012
Other	-	-	173
	<u>82,314,486</u>	<u>80,488,400</u>	<u>76,187,618</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ (1,914,210)</u>	<u>\$ 2,086,562</u>	<u>\$ 3,153,832</u>

APPENDIX A:

PERFORMANCE MEASUREMENT FRAMEWORK

“BY MANAGING OUR RESOURCES WISELY AND TRANSPARENTLY, WE HAVE BEEN ABLE TO REINVEST IN STRATEGIC INITIATIVES AND PRIORITIES TO MOVE NBCC FORWARD.”

L. PAUL ELLIOTT, Chair of the NBCC Board of Governors



	Item	SI ⁶	Benchmark ²	Baseline ³	2017-18 Target	This RPT: 2017-18 June 30 (July 31)
1. KEY PERFORMANCE INDICATORS¹						
1.1	Maintain annual graduation rate		60.0%	78.8%	79.0%	81.2%
1.2	Maintain annual graduate employment rate (overall)		80.0%	90.0%	90.0%	90.4%
1.3	Maintain annual graduate employment rate (related field)		78.0%	83.0%	83.0%	83.7%
1.4	Maintain annual graduate employment rate (overall in NB) Note 1		0.0%	90.0%	90.0%	94.0%
1.5	Increase annual student retention rate		83.0%	81.3%	83.0%	84.7%
1.6	Maintain annual graduate satisfaction rate		80.0%	90.0%	87.0%	86.7%
2. WELCOME MORE LEARNERS						
2.1	Increase in learner participation in continuing education	*	-	2,165	2,295	2,884
2.2	Maintain apprentice learner participation	*	-	1,989	1,989	1,881
2.3	Increase representation of Indigenous learners		3.0%	3.6%	3.8%	3.7%
2.4	Increase in the number of international students		-	92	150	241
2.5	Increase in seat utilization (enrollment)	*	-	3,796	3,940	3,830
2.6	Conversion of Training Plan seats to Active Capacity		0.0%	96.3%	100.0%	93.5%
2.7	Conversion of Active Capacity to Enrolled seats		0.0%	82.9%	85.0%	86.1%
2.8	Conversion of Applicants to Enrolled students		0.0%	43.3%	45.0%	36.9%
2.9	Increase in the total value of scholarships and bursaries annually available		-	\$304,916	\$400,000	\$643,612
3. ENRICH THE NBCC ADVANTAGE						
3.1	Increase in the number of learners who are exposed to entrepreneurial experiences		-	215	300	566
3.2	Increase in the number of alumni who are exposed to entrepreneurial experiences		-	12	100	57
3.3	Increase in the number of learners who participate in applied research		244	235	245	141
3.4	Meet or exceed 92% of academic programs with work integrated learning		0.0%	92.4%	92.0%	95.1%
3.6	Increase Participation in Indigenous Learning Activities (Board, Employees & Stud.)	*	-	-	290	134
3.7	Increase in the level of knowledge of participants in Indigenous Learning Activities	*	0.0%	0.0%	10.0%	24.1%
4. BUILD OUR CAPACITY TO GROW						
4.1	Maintain non-grant revenue as a percentage of total revenue		0.0%	33.0%	33.3%	34.1%
4.2	Maintain the unit cost of delivery per student [total expenditures/enrollment] in regular, gov. funded program seats (excludes apprentice learners and continuing learning enrollment numbers)]		\$-	\$20,359	\$20,359	\$21,015
4.3	Increase investment in annual PD as percentage of salaries & related expense		0.0%	0.6%	0.7%	0.7%
4.6	5% of staff involved in change improvements as part of strategic priority initiatives	*	0.0%	0.0%	5.0%	2.5%
4.9	Continuous Improvement Plans in-progress or completed re 'Together We Rise'	*	-	-	6	1
4.10	Industry & community partners reporting high satisfaction		-	-	80%	95.7%

APPENDIX B:

YEAR OVER YEAR DATA

MEASURE	PERIOD COVERED	2017-18	2016-17	2015-16	2014-15
Applicants	Academic Year (July 1 - June 30)	7,459	7,078	6,415	7,126
Student seats (Regular programs) Active Capacity		4,446	4,275	4,352	4,466
Student seats (Regular programs) Training Plan		4,756	4,756	4,756	4,756
Students (Regular programs)		3,830	3,758	3,796	3,823
Enrollment rate (Enrollment as Percent of Active Capacity)		86.1%	87.9%	87.2%	85.6%
Students (Non-regular programs)		2,884	2,215	2,165	1,725
Students (Apprenticeship)		1,881	1,768	1,989	2,092
Graduates (Regular programs)		2,017	1,971	1,880	1,967
Graduation rate		81.2%	80.1%	78.8%	80.1%
Retention rate		84.7%	83.5%	81.3%	81.3%
Graduate employment rate in related field (NBCC)		Reference week November 19 - 25, 2017	84%	80%	83%
Graduate overall employment rate (NBCC)	90%		91%	90%	88%
Graduate satisfaction rate (Overall)	87%		89%	90%	87%
Graduate satisfaction rate: Program Content	91%		95%	92%	92%
Graduate satisfaction rate: Student Services	83%		81%	91%	86%
Bursaries (Number, Dollars)	Fiscal Year (April 1 - March 31)	494 (\$643,612)	404 (395,838)	315 (\$304,916)	286 (\$263,555)
Donations In-Kind (Number, Dollars)		80 (\$1,028,416)	72 (\$763,507)	47 (\$726,995)	37 (\$433,134)
Registered Alumni		10,384	8,916	6,699	>6,100
Business Development contracts with industry partners (employers)		45	36	33	--
Business Development industry partners with which NBCC contracted		25	33	47	--
College ratio of non-grant revenue to total revenue		34.1%	33.2%	33.3%	36.5%
Contribution margin of Business Development activities		10%	9%	5.0%	10.0%

MEASURE	PERIOD COVERED	2017-18	2016-17	2015-16	2014-15	
Domestic recruitment activities: College Preview Day (attendance)	Academic Year (July 1 - June 30)	955	1,034	1,260	1,559	
Domestic recruitment activities: Contacts (phone & email)		25,223	14,811	15,269	--	
Domestic recruitment activities: Open House (attendance)		952	1,015	949	952	
Domestic recruitment activities: Pre-admission Advising meetings		1,281	1,153	1,357	1,608	
Domestic recruitment activities: Exploration Days		63	--	--	--	
Domestic recruitment activities: Student for a Day (formerly "Test Drive")		372	262	309	--	
Outreach: College4Kids (Grade 6-8 students)		431	249	252	100	
Recognition for prior learning rate		74.3%	68.6%	74.2%	69.8%	
Research engagement (participants in events)		293	340	680	521	
Research participants (staff)		40	34	36	34	
Research participants (students)		141	149	220	226	
Research partners from industry		75	28	27	21	
Research projects		Fiscal Year (April 1 - March 31)	80	50	34	22
Research ratio of investment to revenue			1:246	1:150	1:141	1:192
Research revenue earned	\$677,118		\$560,050	\$501,093	\$607,000	
Self-identified Aboriginal students (NBCC)	Academic Year (July 1 - June 30)	142 (3.7%)	136 (3.6%)	138 (3.6%)	136 (3.6%)	
Staffing: Business Development	Fiscal Year (April 1 - March 31)	9.7%	8.5%	9.3%	7.5%	
Staffing: Direct Program		46.2%	45.9%	44.7%	46.2%	
Staffing: Education Support Services		19.8%	21.4%	20.8%	21.2%	
Staffing: Management & Administrative Support		24.3%	24.2%	25.2%	25.2%	
Students (international, Regular programs)	Academic Year (July 1 - June 30)	241	115	92	94	
Student (international) countries represented		47	36	36	33	
Student recommendation of NBCC	Survey (ISBSB)	87.9%	88%	89%	--	
Student satisfaction with program content		91.0%	93.1%	93.5%	--	
Student satisfaction with Student Success Centre		93.1%	95.1%	96.2%	--	
Students self-identified as having a disability	Academic Year (July 1 - June 30)	504	368	424	443	
Students supported through learning accommodations		504	338	266	--	

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REPORT TO THE COMMUNITY 2017 - 2018



RISE

OUR VISION

Transforming Lives and Communities

OUR PURPOSE

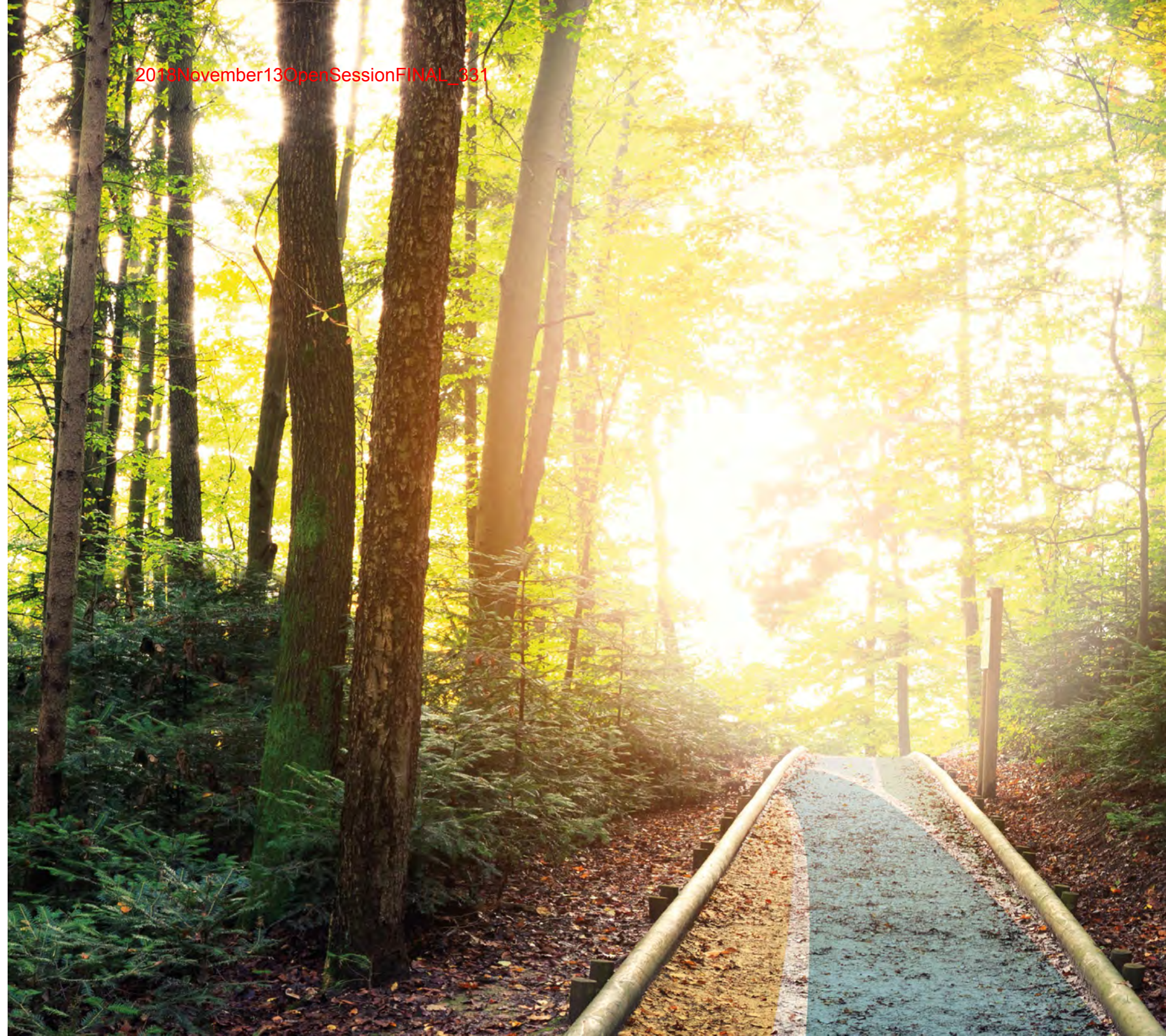
We are a collaborative, learner-centred college - creatively contributing to social and economic prosperity through applied learning.

OUR VALUES

Together We Rise not only by what we do, but also by how we do it. We make a difference every day through a common set of values that guide our relationships, our decision-making, our actions and our accountability.

WE LEARN TOGETHER TO...

- Nurture a culture of belonging
- Embrace innovation
- Encourage, engage and inspire
- Develop strong relationships
- Lead with integrity



WHEN ONE DOOR CLOSSES, ANOTHER OPENS

JESSE BELL | Information Technology:
Programmer Analyst Graduate, Bursary Recipient

When Jesse Bell found a job working for a contractor at PotashCorp mine, he thought he was on the road to a long future with one of the major employers in the Sussex region. Dreams of a career at PotashCorp were quickly dashed with the abrupt closure of the mine in 2016. With hundreds left unemployed as a result of the closure, Jesse knew he would need to choose a different path.

His brother-in-law, a web developer, suggested he consider a career in programming. Jesse first dismissed the idea as he knew very little about computers but decided to take a closer look at the opportunities in the sector.

"When I lost my job, I knew that I needed to do better because I have three kids and a wife," he explained. "Everything I had been doing up until then hadn't been getting me where I needed to be, so I knew I had to up my game a bit."

Jesse enrolled in the Information Technology: Programmer Analyst program at the NBCC Saint John Campus in September 2016 with the help of Training and Skills Development support for workers displaced by the mine closure.

During his time at NBCC, Jesse was also among those who received bursaries to support their studies. He says this support goes far beyond helping with books and tuition.

"It's not just helping me, it helps the whole family," he said. "It goes so much deeper than what people actually see when they first donate."

Jesse says he's grateful for three pillars in his life: the emotional support from family and friends, the academic support at school and the financial support. Thanks to these pillars, he graduated in June 2018 and is now working at a job he secured through his NBCC work placement.

IN 2017-2018, 412 NBCC STUDENTS RECEIVED \$643,612 IN BURSARIES.

A STRONG WORK ETHIC BRINGS REWARDS

PAIGE POLCHIES | Personal Support Worker Graduate

Paige Polchies isn't afraid of hard work. Over the last few years, the 23 year-old Indigenous learner has put her iron-clad work ethic to the test to achieve her goal – a diploma from the Personal Support Worker program at NBCC's Woodstock Campus.

"Everything I have in this life, I've worked hard for," she said. "I've been on my own since I was 16."

As a single mom, Paige juggled the demands of full-time studies with caring for her six-year-old son while holding down two jobs. On her first attempt at the Personal Support Worker program, she wasn't able to balance her studies with the demands of her home life. But she didn't give up – she returned to the program in the following academic year and was proud to collect her diploma in June 2018.

"It wasn't easy; there were some long nights," she said. "There were days that I had to go to class but I didn't have a babysitter, so I just took my son to class with me."

Paige credits the support of NBCC staff and fellow students in helping her obtain her diploma. Her instructors encouraged her every step of the way, even when it meant she had to bring a pre-schooler to class.

Paige has secured two jobs in her chosen field, but she isn't ready to close the book on her studies.

"I do plan to upgrade my education in this field," she said. "I'm not done yet."

NBCC HOSTED ITS SECOND **GELU'LG MAW-A-PAW GALA** IN 2017-2018. THIS **"AWESOME GATHERING"** SHOWCASED INDIGENOUS ARTISTS AND PERFORMERS FROM ACROSS NEW BRUNSWICK AND RAISED **OVER \$30,000** FOR THE **INDIGENOUS STUDENT BURSARY FUND.**

COLD WEATHER, WARM WELCOME

PROTOTYPE HABIMANA | Civil Engineering Technology

Prototype Habimana's arrival in Canada from his home country of Rwanda is a day he'll never forget.

"When I came to Canada, it was a dream come true, but it was also a challenge - travelling in a plane for the first time, not sure what I would be eating and, of course, the weather because I arrived in winter," said the Civil Engineering Technology student at NBCC's Moncton Campus.

"My father always told me, the sun in Canada is like the sun in a fridge. But I didn't know anything and on my first day in Canada the sun was shining so I went for a run in just a t-shirt in -15 degrees. I froze!"

He quickly set to work learning everything he could about his new country.

"I tried to learn everything, got a social insurance number, got an apartment, found a part-time job," he explained. "Now, I can call Canada home."

But it's not just Prototype who has learned during his time at NBCC. He has shared his experience growing up during the Rwandan genocide and his home country's ongoing recovery with his fellow students, opening their eyes to a reality far removed from their own.

Prototype was one of a record number of international students studying at NBCC in 2017-2018. He had researched post-secondary education options across Europe, the United States and Canada before choosing to come to New Brunswick. To say he is happy with his decision is an understatement.

"NBCC is more than welcoming. People here are kind. They're very, very happy to help you," he said. "I would advise anyone, anywhere that Canada is the greatest country to study in and especially NBCC. After studying at NBCC, you'll be able to work anywhere you want."

IN **2017-2018**, NBCC WELCOMED MORE INTERNATIONAL STUDENTS THAN EVER BEFORE - **241 STUDENTS REPRESENTING 47 COUNTRIES**. THAT'S MORE THAN DOUBLE THE INTERNATIONAL STUDENTS ATTENDING NBCC IN 2016-2017.

LAYING THE FOUNDATION FOR A NEW LIFE

AMER ABOO | Bricklaying Program Graduate

In January 2016, Amer Aboo fled war-torn Syria with his pregnant wife and children, in search of a better life. Now he has a new home, a new son and a new career.

A successful graduate of the newcomer bricklaying program, offered by NBCC (in partnership with the Multicultural Association of Fredericton and the Department of Post-Secondary Education, Training and Labour) Amer is building a solid foundation for the better life he was seeking.

"I'm so happy," he said.

Amer and his family settled in Fredericton in 2016 and he quickly started looking for work. He was eager to start providing for his family and becoming independent.

"I want my own money," he said. "I like work. I don't like to stay at home."

A carpenter and mason by trade, he found a job with a local contractor. But Amer wanted more than just a job; he wanted a career.

He heard about a bricklaying program offered by NBCC, specifically for newcomers. He decided to give it a try.

"It was similar to what I was doing back home," he said. "There was a lot of help, especially with English."

Amer successfully completed Block 1 of the bricklaying program, then challenged and received Block 2. He did his work placement at Goodine Masonry and was hired on permanently. He looks forward to challenging Block 3 in January.

Amer entered into the training program seeking a career, but he found much more than that. He found a new friend in instructor Stan Campbell.

"We have a good friendship," said Amer. "I look to him as a big brother."

Before leaving Syria, Amer had been told that Canada was "a wonderful place, good life, nice people."

"And it was true," he said with a smile.

2,285 LEARNERS PARTICIPATED IN CONTINUING EDUCATION, CUSTOMIZED AND SPECIALIZED TRAINING AT NBCC IN 2017-2018.

BUILDING A FUTURE FOR HER FAMILY

ALYSSA DUSTIN | Business Administration: Management Graduate

After spending her entire working life of 20 years in the hospitality industry, Alyssa Dustin couldn't see any room for future growth. She was in a supervisory position and realized that her upward mobility in the industry had hit a dead end.

She'd always had an interest in sales, marketing and entrepreneurship, so she enrolled in the Business Administration: Management program at NBCC's Miramichi Campus. It was a big leap of faith for the single mother of two.

"I was taking a huge risk, not just for myself but for my kids," said Alyssa. "But it was also for my kids that I had to take this chance."

The risk was worth the reward, although the path to higher education was not always smooth. Over the course of her program, Alyssa's daughter became seriously ill and was admitted to hospital. Travelling between classes and her daughter's bedside took a toll, but Alyssa was fortunate to have a strong team at NBCC helping her.

"The support I received from NBCC was incredible," she said. "When I couldn't be here, they were very understanding."

After completing her work practicum with NBCC's entrepreneurial mentorship program OASIS and Start-Up Miramichi, Alyssa's long-term plans include opening her own gastro pub. She looks forward to the day when she can use her work practicum experience for her own business - first as a mentee, then, she hopes, as a mentor.

"Working with OASIS and Start-up Miramichi has been an unbelievably amazing experience," she said. "It's a great tool. There is a lot of support out there and I'm happy to have been connected with it."

Alyssa received her diploma in June 2018 and intends to work while she builds on her entrepreneurial plans. With the training she received from NBCC and her inborn sense of determination, Miramichi can expect the addition of a new gastro pub to its business community.



89 SMALL BUSINESS OWNERS HAVE BEEN MENTORED THROUGH NBCC'S **OASIS** ENTREPRENEURIAL MENTORSHIP PROGRAM SINCE ITS LAUNCH - APPROXIMATELY **TWO-THIRDS** OF THEM ARE FEMALE BUSINESS OWNERS.



INNOVATING TRASH INTO TREASURE

BRENT BUSTARD | Electronics Engineering Technology Graduate

They say all work and no play makes for a dull existence. There's no fear of that happening for three recent NBCC graduates who have turned their work into play.

NBCC Saint John Electronics Engineering Technology students Gary Buchanan, Brent Bustard and Luke Tudor completed an applied research project that created an educational arcade game for visitors to the Crane Mountain Landfill's Glenn Carpenter Interpretive Centre.

"Planning, delivering and documenting a project of this scope has been an excellent learning experience for us," said Bustard. "I'm proud of the work we've done and grateful for the opportunity to put our skills and learning to good use."

The Crane Mountain Landfill is operated by the Fundy Regional Service Commission, which approached the NBCC Saint John Campus with a challenge - to replace the current educational display at its interpretive centre. Approximately 2,500 people visit the interpretive centre each year, most of them elementary and middle school students from across the region.

"We identified the need to replace our current education display to better demonstrate how to effectively and sustainably manage household waste," said Janine Van Winssen, Public Education Coordinator with the Fundy Regional Service Commission. "We challenged NBCC learners to design and build an arcade game to replace it, and they met the challenge!"

Bustard developed the original game coding, while Buchanan programmed the electronic audio-visual requirements. Tudor conceptualized the lighting and enhanced the design to improve the user experience.

Applied research projects are an important part of the NBCC experience as students help industry and community partners find practical solutions to real-life problems.

AT HOME IN THE WORLD

On March 3, 2018, nine students from across NBCC embarked on the adventure of a lifetime: NBCC's first international service trip through the Robertson Institute for Community Leadership. In partnership with *Me to We*, the students and staff visited the Maasai Mara region of Kenya to learn about the five pillars of community development in We Villages: water, education, health care, food and opportunity.

"During my past two years at NBCC, the Campus became like family to me," said Kaylie Broome, a trip participant and recent graduate. "By joining students from other NBCC campuses, I was reminded that we belong to an even bigger family - one that stretches across our Province and reaches around the globe."

In addition to visiting schools, a local hospital and a community farm, the students spent several days building dormitories at the new We College.

Shortly after their return, the students hosted "Water Walks" at their Campuses to highlight global water issues. All students also identified an issue, local or global, to work on when they returned home. Broome says the experience through the international service trip reminded her that, despite the complexity of challenges facing communities at home and abroad, one person can make a difference.

"It's easy when you read the news or you scroll through social media to think that the world's problems are too big; that one person can't do anything," said Broome. "But in Kenya we were reminded in a million different ways how one person or one simple step can begin to transform lives and communities."

THINK GLOBALLY, ACT LOCALLY.
IN 2017-2018, 2,274 STUDENTS AND STAFF CONTRIBUTED 6,822 HOURS TO 209 SERVICE PROJECTS THROUGH TWO COLLEGE-WIDE SERVICE DAYS.



2018 ALUMNI AWARD RECIPIENTS

RECOGNIZING ALUMNI ACHIEVEMENTS

NBCC proudly recognizes the accomplishments of our many outstanding alumni. Thank you for working every day to transform lives and communities in New Brunswick.



SEAN DUNBAR Class of 1984
(Accommodation, Food and Beverage) - St. Andrews

Crafting success

When it comes to craft beer, Sean Dunbar has put New Brunswick on the map. A 1984 graduate of the Accommodation, Food and Beverage program at the St. Andrews Campus, he's transformed the New Brunswick craft beer industry. He's best known for establishing the Northampton Brewing Company, brewers of Picaroons Traditional Ales, and has been a supportive adviser for others starting out in the industry. In fact, he was nominated for the Friend of New Brunswick award by another local brewer! Sean is a keen supporter of New Brunswick performing arts and live music and has contributed to many local charities and artists.



LOIS SCOTT Class of 1969
(Secretarial) - Moncton

A lifetime of leadership

Lois Scott has spent nearly 50 years as a leader within both the public and private health care sectors. Lois has served as a member of boards and advisory committees for a great number of organizations, including international tele-health professional organizations, National Research Council of Canada, Canadian Society of Tele-health, Isaac Walton Killam Health Centre, 3+ (Greater Moncton's economic development agency), Nurses' Association of New Brunswick, Canadian Patient Safety Institute and Friends of The Moncton Hospital Foundation. She was also one of the founding members of NBCC's Board of Governors and served as Chair from 2014-2016.



BILL ALLEN Class of 1985
(Accommodation, Food and Beverage) - St. Andrews

A taste for success

Bill Allen has built a restaurant empire. His company, Fresh Casual Restaurants Inc., includes five Swiss Chalet restaurants, two Harvey's locations and the Aulac Big Stop travel plaza. He employs more than 300 people in southeastern New Brunswick and his team has been recognized for sales and service excellence. Bill served as the Chair of the Board of Restaurants Canada, a national association representing 30,000 food service businesses, from 2016 to 2017 and currently sits on the Board as an Executive Director representing New Brunswick. He is currently Chair of the Board of Groupex Systems Canada, a food service group purchasing company that works with more than 5,000 independent restaurants across Canada.



MATT SHEPHERD Class of 2003
(Animation and Graphics Technology) - Miramichi

The art of achievement

Matt Shepherd's training has taken him to the pinnacle of his industry. As a supervising animator with Sony Pictures and now as an animation lead for Animal Logic, Matt has more than 35 production credits to his name, many of them box office blockbusters. He's currently working on The Lego Movie 2. His resume also includes Hotel Transylvania, the Smurfs movies, The Emoji Movie, Storks, Kahlil Gibran's The Prophet and Sausage Party. A proud NBCC alumnus, Matt stays connected to NBCC, mentoring animation graduates and volunteers as a keynote speaker for the Jalloo Festival.



A TALENT FOR EXCELLENCE

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The NBCC Excellence Awards are an opportunity to recognize those who help make NBCC a great place to work and learn. The 2018 Excellence Award recipients embody the College's vision of transforming lives and communities.

EXCELLENCE IN TEACHING: MICHELLE ROBICHAUD, BUSINESS/MARKETING INSTRUCTOR, SAINT JOHN

From coaching students for the Vanier College Case Study Competition to developing partnerships with local employers to connecting the College with community service and leadership events, Michelle is enriching the learning experience for NBCC students and creating opportunities for them to make life-long connections.

"I love so much about working here at NBCC. One of the things that keeps me going is seeing those 'lightbulb moments' in students-when you see them take pride in their work."

LEADERSHIP EXCELLENCE - NON-MANAGERIAL: ELIZABETH WEAVER, ADMINISTRATIVE SUPPORT (LIBRARY), SAINT JOHN

Elizabeth approaches her work with creativity and with care, and has transformed the library at the Saint John Campus into a sanctuary for students. By developing this welcoming space where students feel valued, Elizabeth is living NBCC's values of nurturing a sense of belonging and enhancing the NBCC experience for countless learners.

"I really want students to just know that I value them; that they are individuals. I want them to be inspired and be engaged, to learn something even outside their own programs."

INNOVATION EXCELLENCE: DARREN DORCAS AND DAVE IRVIN, CULINARY INSTRUCTORS, ST. ANDREWS

Over the past number of years, Darren and Dave have cooked up some of the most innovative - and delicious! - applied research projects at the College. In doing so, they have not only enriched the learning experience for NBCC students, but they have also formed valuable partnerships with a number of food producers in New Brunswick and beyond. The success of these projects has made NBCC a go-to organization for value-added food development.

"I'm eager to foster innovation and support the foodservice industry, educators, and current and aspiring food professionals in the culinary arts. I believe that by engaging students in a service-style learning approach we create the potential for them to not only gain knowledge in their area of study, we also develop their leadership and collaboration skills."-Darren Dorcas



MICHELLE ROBICHAUD



ELIZABETH WEAVER



IN 2018, NBCC WAS NAMED ONE OF ATLANTIC CANADA'S TOP EMPLOYERS FOR THE THIRD YEAR IN A ROW.

DAVE IRVIN AND DARREN DORCAS

STRONGER TOGETHER:

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VALUED PARTNERS SUPPORT NBCC SUCCESS

NBCC has set bold goals for our learners and our College but we know that we cannot achieve success on our own. Nurturing valued partnerships is essential to NBCC's continued success. Here are just a few examples of the industry, community, government and educational partners we worked with in 2017-2018:



TRAINING FOR EMPLOYABILITY

With the Maritimes' highest concentration of welding and metal fabrication businesses, the Upper St. John River Valley labour market depends on NBCC welding grads. Infrastructure demands at the Woodstock Campus resulted in a temporary suspension of its Welding program in 2016-2017, but it came back in a big way in 2017-2018.

In September 2017, an expanded Welding and Metal Fabrication program returned to the Woodstock Campus, with an increase in available seats from 12 to 20. The expansion stemmed in part from collaboration with local industry and stakeholders.

The addition of Metal Fabrication and the increase of seats better aligns with labour market demands in Carleton County, which is home to several large-scale manufacturing companies, many of which are planning significant expansions in the near future. NBCC's goal of welcoming more learners and preparing them for employment success makes partnerships and collaborations with industry and community more important than ever.

Graduates of the Welding and Metal Fabrication program may be employed by welding or ironworking companies or by manufacturers of structural steel, boilers, heavy machinery and transportation equipment. They may also find employment in other sectors including maintenance, agriculture, aviation, mining, the oil and gas industry, shipbuilding and fishing.

The Welding and Metal Fabrication program, which is also offered at the Miramichi Campus, pairs in-depth coursework with hands-on welding and fabricating experience to prepare learners for the workplace.

The new program complements the Welding program offered at Moncton, Saint John and St. Andrews Campuses as well as the Welding Technology program offered in Moncton.



BUILDING SKILLS THROUGH SERVICE

Building community partnerships is an integral part of the learning process at NBCC. At the St. Andrews Campus, carpentry, electrical construction and plumbing students put their training to work to build a house for Habitat for Humanity each year.

"It's a great partnership," said Blair Price, Department Head for Trades at NBCC St. Andrews Campus. "It makes so much sense for us and so much sense for Habitat for Humanity."

When students first arrive in September, they see two wooden beams sitting behind the shop area. Those beams, they're told, will be a house for a family in need by the time the students leave the Campus in June.

Throughout the academic year, the students use the practical skills they'll need in their future careers to build the house from the floor up. Along the way, they find out things about their chosen trades that they can only learn on a real job site. Employers know that they're hiring tradespeople with practical, hands-on building experience.

Successful community partnerships are key to NBCC's vision of transforming lives and communities. The Habitat for Humanity project is a perfect example of how our students are making a difference every day.



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GOING DUTCH AND LEARNING ABOUT INTERNATIONAL BUSINESS

In May 2018, 12 second-year NBCC Business Administration students took their learning to a global level through an NBCC partnership with Hanze University of Applied Sciences in Groningen, Netherlands. Through funding assistance from ACOA, students from four campuses attended the intensive three-week “Doing Business in Europe” program overseas.

The students worked with other international students to learn about global marketing, European trade laws, communications and business administration. The series of assignments, tests and presentations had them working day and night. As part of their program they visited industrial sites and businesses in The Netherlands and Germany and competed in a Dragon’s Den style competition for the opportunity to present to the CEO of Phillips International in Amsterdam, with NBCC representation on the winning team!

The Business Administration students were also exposed to Dutch culture with local excursions, bike rentals for the duration of their stay (with a 40 minute commute each way to school) and the ability to mix with approximately 50,000 other students in the city of 200,000 residents.

“For many of the participants, this was their first international experience; however, feedback from the group would indicate that it will not be their last,” said Ray Hubble, NBCC Dean of Business. “We’re hopeful that this funding and partnership will continue into the future given the positive outcomes from the inaugural group.”

One NBCC student was even asked to return next summer for one of two summer internship positions at the School of Business. This paid position will act as a liaison for all of the international students attending these programs throughout the summer and will assist them with transitioning to Dutch culture and the university and local area.



MOVING AHEAD ON MOBILE FIRST RESEARCH

Smartphones, tablets and other mobile devices have become an integral part of our lives for work, play or communicating with family and friends. In spring 2013, NBCC was awarded grant funding through the Natural Sciences and Engineering Research Council of Canada (NSERC), along with matching industry funds, to establish an Industrial Research Chair in Mobile First Technology. “Mobile First” flips typical design strategy on its head by prioritizing mobile platforms over desktop platforms.

In 2017-2018, NBCC successfully secured a five-year renewal of the Industrial Research Chair, now renamed to Mobile and Ubiquitous Computing.

“As technologies change so rapidly, the renewed research program will focus broadly on mobile technology, the internet of things, and mediated reality,” said Research Chair Dr. Bill McIver. McIver will continue to lead a program of applied research and innovation with partner companies in New Brunswick and beyond.

“We will also be working on some specific areas of need that have been identified by provincial and industry partners, such as cybersecurity, education, smart communities and health care.”

AWARDS

NANCY HALLIHAN STURGEON

Nancy Hallihan-Sturgeon, an Early Childhood Education instructor at the Miramichi Campus, was recognized with a National Inclusive Education Award from the New Brunswick Association for Community Living (NBACL).

JOSH LAMONT

Josh Lamont, Business Development Manager for the Fredericton Campus, was the recipient of a Canada 150 Community Leadership Award for his dedication to offsetting carbon emissions in the Canadian agricultural industry.

MELISSA BENOIT

Melissa Benoit, Pharmacy Technician instructor at the Moncton Campus, received the YMCA Peace Medallion for demonstrating values such as equality, cultural diversity, tolerance, respect and conflict resolution.

AMY CORMIER

Amy Cormier, a graduate of the Practical Nurse program at the Fredericton Campus, has received the Association of New Brunswick Licensed Practical Nurses (ANBLPN) Clinical Award for the student with the highest mark in a clinical setting.

RYAN SULLIVAN

Ryan Sullivan, Director of International Education, received the Unsung Hero Community Award from the City of Fredericton for his work in building and shaping the community by attracting newcomers to the city.

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NBCC STUDENT EXCELLENCE AWARD RECIPIENTS:

- **Michelle Meier (Fredericton),**
Business Administration: Accounting
- **Kaylie Broome (Saint John),**
Information Technology:
Programmer Analyst
- **Shane Price (Woodstock),**
Carpentry
- **Fred Hache (Moncton),**
Information Technology:
Web and Mobile Development
- **Bill Boutin (St. Andrews),**
Carpentry
- **Nathan Stewart (Miramichi),**
Heavy Equipment Service Technician

SKILLS CANADA

Students

- **Jon Connors,** Plumbing,
NBCC Saint John - BRONZE Medal
- **Chris Ripley,** Precision Machining,
NBCC Moncton
- **Jeremy MacLean,** CNC Machining,
NBCC Moncton

Apprentices

- **Aaron Johnson,** Electrical Installations - SILVER
- **Ashley Ritchie,** Brick Masonry - SILVER
- **Justin McGrath,** Steamfitter & Pipefitter - SILVER
- **Carrie Long,** Car Painting - SILVER
- **Kyle Culliton,** Refrigeration HVAC
- **Pascal Doiron,** Automotive Service
- **Andrew Kennah,** Heavy Equipment Service
- **Dale Solomon,** Cooking
- **Rémi Bourgeois,** Sheet Metal Work

ROBERTSON INSTITUTE FOR COMMUNITY LEADERSHIP

NBCC WAS RECOGNIZED WITH A **CANADA VOLUNTEER AWARD FOR BUSINESS LEADERSHIP** FOR VOLUNTEER INITIATIVES THROUGH **THE ROBERTSON INSTITUTE FOR COMMUNITY LEADERSHIP.**

DONORS

Our thanks to all our donors over the past year, whose contributions to NBCC have helped support student success.

Donations over the past year totalled \$1,028,416.

A special thank you to the following donors, whose contributions exceeded \$1,000:

- Atlantic Central
- Atlantic Provinces Trucking Association
- Canadian Council of Independent Laboratories
- Canadian Federation of University Women
- Carlton Manor Inc.
- Dana's Collision Centre
- Draeger Medical Canada Inc.
- Fredericton Community Foundation
- Fundy Community Foundation
- Gabrielle Babineau
- GM Canada
- Greater Saint John Community Foundation
- Harrison McCain Foundation
- IODE Clark House Trust Fund
- Irving Oil
- Joint Economic Development Initiative
- Joyce Foundation
- Miramichi Off-Road ATV Club
- NB Automobile Dealers Association
- NB Society of Certified Engineering Technicians and Technologists
- NBCC Board of Governors
- NBCC Employee Giving Family
- Nissan Canada Foundation
- Princess Auto Foundation
- RAE Industrial Electronics
- RBC Foundation
- Rotary Club of Chatham
- RS Means
- SATA Canada Inc.
- Sir James Dunn Foundation
- Sisters of Charity, IC
- The Canadian Welding Association Foundation
- Vance's Auto Supplies
- Walker Wood Foundation

NBCC BY THE NUMBERS

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2016 graduates were employed one year after graduation*

Baseline 90% | Benchmark 80%



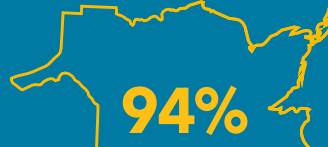
of employed 2016 graduates were working in jobs related to their field of study*

Baseline 83% | Benchmark 78%



Annual graduate satisfaction rate*

Baseline 90% | Benchmark 80%



of employed 2016 graduates were working in New Brunswick*

Baseline 90%



Annual student retention rate*

Baseline 81.3% | Benchmark 83%



Annual graduation rate*

Baseline 78.8% | Benchmark 60%



Total learners

Full-Time Program Enrollment 3,830

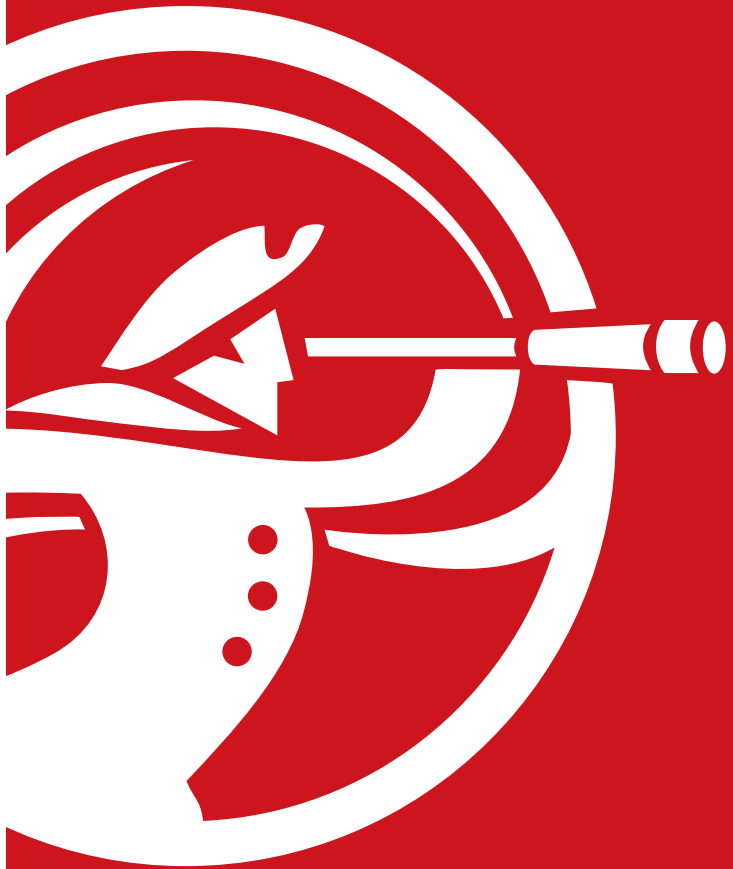
Apprenticeships 1,881

Continuing Education 2,884



Overall partner satisfaction rate

*Source: 2017 Survey of 2016 NBCC graduates



Building Steady, Long-Term Economic Growth

2017 ANNUAL REPORT
ENTERPRISE SAINT JOHN

Grand Bay-Westfield
Quispamsis
Rothesay
St. Martins
Saint John

enterprisesj.com
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Letter from the Interim Chair

2017 has been a year of substantial change at Enterprise Saint John. It was my pleasure to accept the position of Interim Chair of the Board on April 5th, 2017. I took over from Larry Hachey who had served as Board Chair since January 2015. During his time, he proved time and time again that he was dedicated to the staff, CEO and vision of ESJ-to build a highly connected community that could leverage those connections to grow the entire region.

This year, we took great efforts to work more closely with our stakeholders and Regional Oversight Committee (ROC) to make sure our visions were better aligned. The ROC is made up of our region's five mayors from Grand Bay-Westfield, Saint John, St. Martins, Quispamsis, Rothesay and two representatives of the private sector partners who invest in ESJ. It appoints the 11-member volunteer board and works with the board to develop annual key performance indicators. All five municipalities indicated they wanted to see more collaboration, better communications and a strategic plan that was focused on a long-term vision of growth for the region.

By summer, our CEO Steve Carson, who had led this organization since its inception in 1998, had moved on to a new challenge working with the City of Saint John's new strategic real estate development arm. We are extremely grateful for the valuable advice, connections and vision Steve brought to this position. We wish him continued success, but also know our collaboration will continue to work well together on projects in the future.

An extensive search began for our new CEO and a Board Chair. By fall, we had welcomed a few new faces to the board including Susan Harley, Louis Labelle, Cathy Simpson and Andy McPherson. We were also happy to announce Ron Gaudet as CEO. As a former New Brunswicker with extensive experience in economic development in our province and in Ontario, he agreed to return home to help energize the growth of Greater Saint John. Shortly after, we were thrilled to find out our board member and valued community and business leader, Andrew Oland, would accept the position of Board Chair. Immediately, a vision started to take shape to create a 3-year Economic Development plan and conversations began with stakeholders and strategic partners that will continue in 2018.

We remain focused on working with all of our partners, including Opportunities New Brunswick (ONB). Our priorities are to keep building a culture of entrepreneurship through our programming, help existing companies grow through workforce expansion and innovation while encouraging businesses to locate here because of the many advantages this region offers. As you will see in this report, we are very proud that in many cases we didn't just meet, we exceeded our key performance indicators as agreed upon by ROC.

I would like to say, "Merci beaucoup" to our talented and dedicated staff, our wonderful board volunteers, and community for giving me an opportunity to contribute to moving this great region forward.

Kind Regards,

Martin Chiasson

Martin Chiasson

About Enterprise Saint John

Enterprise Saint John (ESJ) is the community's regional economic development agency serving the five regional municipalities of Grand Bay-Westfield, Rothesay, Quispamsis, St. Martins and Saint John. The ESJ board and staff work closely with the Regional Oversight Committee (ROC), made up of the five regional mayors and two private sector representatives, to come up with the annual key performance indicators.

Our focus is on steady, long-term economic growth for our region by creating the kind of opportunities that improve quality of life

and drive prosperity. Everything we do is meant to foster a culture of entrepreneurship, support job growth, workforce expansion, or strengthen the advantages of our region to attract external investment. We work closely with our key partner, **Opportunities New Brunswick**, to make sure we are avoiding duplication and filling gaps in resources.

At the same time, we continue to play a role in connecting companies and major industrial players, with investment, talent, and ideas they need to solve critical business challenges and remain competitive.

Strategic Partners

Our work at Enterprise Saint John would not be possible without financial investments from our strategic partners. Our funding comes from the five regional municipalities as well as our strategic partners. Through these core funding commitments, we are able to leverage an additional \$1.2 million in project funding for specific programs.

Municipalities:

City of Saint John: \$475,000

Town of Quispamsis: \$112,000

Town of Rothesay: \$86,500

Town of Grand Bay-Westfield: \$25,000

Village of St. Martins: \$1,500

Strategic Partner Investors:

Tier 1: \$20,000-\$25,000

Bell Aliant

Irving Oil Limited

J.D. Irving, Limited

Saint John Energy

Revolution Strategy

Tier 2: \$10,000-\$15,000

Innovatia Inc.

Emera

Tier 3: \$1,000-\$5,000

Cox & Palmer

East Point Inc.

Scotiabank

Moosehead Breweries Ltd.

Downey Automotive Group

Aluma Systems

Brunswick Square LP

Building on Connections

We know connections and collaboration are key components to driving growth and prosperity in our region.

Our Workplan Partners are:

Anglophone South School District
 Association Régionale de la Communauté Francophone de Saint-Jean Inc.
 Atlantic Canada Opportunities Agency
 Atlantica Centre for Energy
 Atlantic Coastal Action Program
 Basadur Applied Creativity
 Bell Aliant
 BioNB
 Canadian Manufacturers & Exporters
 Canaport LNG
 Cisco
 City of Saint John
 Collège Communautaire du Nouveau Brunswick
 ConnexionWorks
 Cox & Palmer
 Discover Saint John
 Donna Mazerolle & Associates
 EY Saint John
 Global Affairs Canada
 Grant Thornton
 Ignite Fredericton
 Invest Canada Communities Initiatives
 Innovatia Inc.

Living SJ
 New Brunswick Community College
 New Brunswick Business Council
 New Brunswick Jobs Board
 Opportunities New Brunswick
 Pond-Deshpande Centre
 Post-Secondary Education, Training & Labour
 Port Saint John
 Propel ICT
 Regional Development Corporation
 Revolution Strategy
 Saint John Airport
 Saint John Community Loan Fund
 Saint John Development Corporation
 Saint John Energy
 Saint John Hotel Association
 Saint John Industrial Parks Ltd.
 Saint John Region Chamber of Commerce
 Shad Valley
 Start-Up Weekend
 3+ Corporation
 T4G
 Tech Impact
 Telegraph Journal
 Town of Grand Bay-Westfield
 Town of Rothesay
 Town of Quispamsis
 University of New Brunswick
 Uptown Saint John
 Village of St. Martins

2017: FOURTH INDUSTRIAL REVOLUTION, INNOVATION & GROWTH

In 2017, we continued our focus on helping regional businesses innovate, grow and to look ahead to the Fourth Industrial Revolution. The World Economic Forum defines it in the following manner:

“The First Industrial Revolution used water and steam power to mechanize production. The Second used electric power to create mass production. The Third used electronics and information technology to automate production. Now a Fourth Industrial Revolution is building on the Third, the digital revolution that has been occurring since the middle of the last century. It is characterized by a fusion of technologies that is blurring the lines between the physical, digital, and biological spheres.” -Klaus Schwab, Founder & Executive Chairman, World Economic Forum Geneva, January 14, 2016

Industry will be the leading adopters of the Internet of Things (IoT) as they look to lower operating costs, increase productivity, expand to new markets or develop new products. There are tremendous opportunities we can capitalize upon in the Saint John region because of our world-class industrial players, as well as the advanced Information, Communications & Technology (ICT) infrastructure and our innovative tech companies.

Greater Saint John is poised to be a national leader in data analytics with the **Smart & Connected Data Project**, which was rolled out in May 2017. Work began on building a cloud-based community data analytics platform. It is the first in North America to

bring together public and private sector data to solve problems and drive innovation. This public asset will increase access to data, enhance decision-making and accelerate the development and commercialization of data-driven solutions for Saint John’s public, private and non-profit sectors. Participants will share anonymized and aggregated datasets through the data repository, which will make the data available for other projects to drive new insights. The project provides stakeholders with four key supports:

- Access to a big data platform to analyze and store data.
- Access to a variety of data sets to be used alone or integrated with own-sourced data to develop solutions to industry and community problems.
- Access to data scientists and data analytics tools to analyze data and produce new insights to increase revenue and efficiencies.
- Ability to launch proof-of-concept projects to solve problems that lead to innovative, exportable solutions.

In addition, the Smart and Connected Data Project will expand the public wireless network and install sensors in the City’s urban core to enhance use of digital technologies and deepen understanding of community mobility patterns.

ENERGY SECTOR: WHAT'S NEXT?

With the cancellation of plans to develop the Energy East Pipeline in October 2017, efforts began to re-envision partnerships that could explore the opportunities that exist in the Energy sector with a particular focus on renewable green energy projects. We were approved for funding in 2017 through Invest Canada Community Initiatives Funding Program (ICCI) to complete a project to help understand local capabilities, gaps and competitive advantages in the energy sector.

Enterprise Saint John began work on developing new partnerships and evolving the partnerships developed through the **Energy East Partners' Forum**, and the **Natural Gas Working Group**. We want to continue to align regional activities with the province and industry to leverage federal funding for future projects in this area.

Our Metrics

Research tells us 80% of our economic growth comes from within, while the 20% comes from external businesses locating or expanding in the region. Many of ESJ's programs and projects are geared to developing **potential entrepreneurs, startups and existing entrepreneurs**, innovating with **existing businesses** to help them grow and encouraging **external businesses** to expand or grow here.

KPIs and Outcomes 2017

	TARGETS	ACTUAL
Potential Entrepreneurs	800	1,631
Start-Ups and Existing Entrepreneurs	25 start-ups 40 jobs	26 start-ups 55 jobs
Existing Business	500 jobs	568 new and retained jobs
External Investors	250 jobs	199 new jobs

INTERNAL GROWTH: POTENTIAL ENTREPRENEURS

Enterprise Saint John's **Emerging Entrepreneurs Program** has been supporting and inspiring young entrepreneurs for 15 years. In 2017, the number of students participating in the program doubled. The program focuses on teaching problem-solving, innovation and entrepreneurial skills to students by getting them to come up with a business concept. One aspect of the program includes creating a business and marketing plan to go along with their business concept and then try to sell that product or service to their peers at high school markets around the region. ESJ also helps students learn coding and other ICT skills with clubs and initiatives.

2017 Results:

- 1,631 young people participated in aspects of the Emerging Entrepreneurs Program, including "Run Your Business for a Day," "PitchFests," and "Youth PreLoaded"
- 408 students from 5 high schools sold their products and services at campus markets
- 145 high school students learned coding and entrepreneurial skills through the Youth PreLoaded program.

INTERNAL GROWTH: START-UPS AND EXISTING ENTREPRENEURS

Enterprise Saint John works to support entrepreneurs and potential startups through a variety of programs that target different stages of the start-up process. These programs are designed to help people turn ideas into solid business plans, and to leverage funding and gain acceptance to accelerators to grow their business.

ESJ Navigator

In 2017, ESJ chose to find a new umbrella name to better reflect the programming and support it gives entrepreneurs in the Saint John region. The **Navigator** has four (4) distinct programs: Venture Validation Program (VVP), KickStart Your Business, IMPACT loan and Incubator. The VVP is a strategic business course to help validate business ideas, IMPACT offers funding to start or grow small businesses, Kickstart Your Business lends support and guidance to entrepreneurs in business for one year or less, while the Incubator helps technology start-ups seeking to develop and commercialize technology. These programs are critical to supporting a culture of entrepreneurship and job growth in our region.

2017 Results

- 26 new start-ups
- Full-time equivalent jobs (FTEs) created: 55

Venture Validation Program

The Venture Validation Program (VVP) was introduced in April 2017 to better support entrepreneurship at its earliest stages. The 13-week applied learning program helps potential entrepreneurs test the viability of their business idea. They learn to identify a problem, create a value proposition, pitch their idea, profile their customers, position themselves competitively, determine the size of their market, and build business and financial models.

- 35 individuals participated in the course
- 22 completed the course successfully
- 9 participants went on to launch businesses
- 8 companies are attempting to commercialize their products/services

IMPACT Loan Program

The **IMPACT Loan** developed by Atlantic Canada Opportunities Agency and formerly known **SEED Loan program** is managed by ESJ. In 2017, It helped entrepreneurs access a loan of up to \$20,000 at the interest rate of 2% + prime on a 5-year term for the development of a new business. Often, IMPACT Loan recipients go on to leverage other funding as a result of this initial loan.

2017 Results

- 23 loans were distributed
- Value of Loans: \$412,500
- Leveraged Funds: \$543,270

Incubator

The Incubator offers long-term support to early-stage technology start-ups. Companies that are developing and commercializing technology, seeking their first round of financing and/or conducting proof of concept projects are ideal candidates. Participants are supported by an Entrepreneur-in-Residence to help them achieve their goals. The Incubator strives to provide the ideal environment for starting a technology company.

- 5 companies in residence
- \$330,000 in investment
- \$530,000 in R&D funding

INTERNAL GROWTH: INNOVATING WITH REGIONAL BUSINESSES

The Catalyst Innovation Program, was launched as a pilot project in 2015 in an effort to overcome business problems in creative and innovative ways. It's the only programming of its kind in the province. The problem-solving process has been picked up by companies and organizations of all sizes across New Brunswick including J.D.Irving, Limited, Moosehead Breweries Limited, Dalhousie Medicine New Brunswick, and Intelisys. The Catalyst Innovation Program is based on the knowledge that creativity can be taught, and that innovation can be a practical process that drives tangible business results.

Enterprise Saint John led participants through creative problem-solving workshops based on the renowned Basadur Simplicity methodology.

2017 Results:

- 24 companies participated in innovation training
- 12 innovation projects were undertaken
- 7 people certified in Simplicity Thinking
- 576 people trained in Innovation Skills



EXTERNAL GROWTH: INVESTORS

Investment Attraction

In 2017, we continued to work with one of our key partners, Opportunities New Brunswick, to draw more investment into Greater Saint John. Our efforts included hosting site visits for outside companies, answering requests for information, and following up on leads.

2017 Results:

- 199 full-time jobs were added to the community as a direct result of our investment attraction efforts
- \$32.9 million in annual payroll was added
- The average wage of these new jobs was \$43,000
- Hosted 8 site visits

Invest Canada-Community Initiatives (ICCI)

Every year, the federal government allows communities to apply for funding for investment attraction projects and it will cover or match 50% of project funding. In 2017, we undertook the following ICCI-funded initiatives totaling \$120,000.

Saint John Energy

- Funding to complete a wind survey to support the development of a windfarm in West Saint John
- Funding to develop a peak load energy prediction model to support the utilities' efforts to reduce peak load charges.

Smart & Connected Data Project

- Funding to produce marketing collaterals for the community data project.

Other Projects

Modular Fabrication Project

This project was supported by RDC, ONB, ACOA and private partners, meant to highlight the modular fabrication and project capacity \$278,000.

- Phase 1 of this project involved the completion of market research to understand the regions capabilities and capacity and to evaluate the competitive advantage of this industry in Saint John.
- Phase 2 was the identification of potential projects and the creation of marketing and promotional collateral to promote the industry in New Brunswick
- Phase 3 was designed to visit several industry specific trade shows and conferences to network with industry players and decision makers.

Following the completion of phase 3 the project has now been put on hold while we reconnect with the industry stakeholders to evaluate progress and determine a productive path forward.

Foreign Trade Zone Point

In July 2017, ESJ applied to be recognized as one of Canada's Foreign Trade Zone (FTZ) Point. This designation provides easier access to tax and duty relief programs for importers and exporters. While fundamentally a marketing program, it will substantially increase the region's visibility as a strategic location for international trade in Canada. The approval of this program will be received in early 2018.

COMMUNICATIONS

Enterprise Saint John's Communications approach was all about developing a better relationship between all our varied audiences to clearly communicate how regional economic development adds value to all of our communities. In 2017, we continued to highlight to the public and stakeholders the important connections we make for our clients and partners through our programming and projects. We used a variety of channels including traditional media, social media & our extensive network of partners to share positive results in programs and projects.

2017 Results:

- January-March, ESJ worked to improve communications with ROC members and councils, resulting in renewed confidence and funding for the rest of 2017
- Vennture Garage is rebranded as ESJ Navigator to better reflect programming & training for entrepreneurs, SEED loan is rebranded to IMPACT loan
- In June, Toronto Star featured Saint John's, **Brick Park** as an ICT hot spot
- In October, ESJ worked with Women in Tech World to create, promote & execute a Community Conversation on engaging more women in tech industry & STEM (Science, Technology, Engineering & Math)
- In November, ESJ & its partners helped organize & promote the first job fair for International Students & Newcomers: 190 attended, 22 found jobs
- Videos were created to highlight programming, projects, and clients of ESJ
- Bi-weekly column for Telegraph Journal that highlighted clients, projects, programming or collaboration with partners

- Social media audience grew by 15% over previous year, engagement increased by 6% over previous year
- Connect with us via:
 - 📷 enterprisestjohn
 - 🐦 enterprisesj
 - 📘 enterprisesj
 - 📌 enterprise saint john

Looking to the Future: A Longer Runway for Economic Development

We know we want to achieve consistent, long-term economic growth for our region by creating opportunities that improve quality of life and drive prosperity. We want to do this by supporting a culture of entrepreneurship, business retention and growth, investment attraction, workforce expansion, and strengthening and marketing the advantages of our region. We are creating a 3-year Economic Development Plan to drive regional growth, create more awareness of the advantages of Greater Saint John and the opportunities for investment. We will work with Industry and all three levels of government to market Greater Saint John across Canada & abroad.

Key priorities for 2018-2019:

- Supporting Startups
- Supporting Existing Businesses
- Workforce Development
- Supporting New Investments
- Marketing the Region
- Catalyst for Growth

WHO WE ARE

Enterprise Saint John Board:



Martin Chiasson
Loosen Up
Consulting
Chair (Interim)



Paulette Hicks
Delta Saint John
Executive



Andrew Oland
Moosehead
Breweries Limited
Executive



Terri Riedle
Revolution Strategy
Executive



Eric Poirier
Bell Aliant
Executive



Gary Lawson
Lawson-Creamer
Executive



Mary Keith
J.D. Irving, Limited



Susan Harley
Business Marketing



Louis Labelle
Irving Oil



Andy McPherson
Strategic Planning &
Operational Management



Cathy Simpson
T4G

Enterprise Saint John Staff:



Steve Carson
CEO



Ron Gaudet
CEO
(As of Nov. 2017)



Janet Scott
Director of Business
& Community
Development



Sue Crozier
Senior Administrative
Assistant



Eleanor MacLean
Communications
Officer



Mark Breen
Senior Economic
Development Officer



Dakota Lutes
Entrepreneur
Development Officer



Michele Lodge
Project Coordinator,
Emerging Entrepreneur



Janice Pearson
Director of
Administration & Finance



Ian McCoy
Director, Investment
Attraction
(As of Oct. 2017)

2018November13OpenSessionFINAL_360
GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED
(Operating as Enterprise Saint John)
Index to Financial Statements
Year Ended December 31, 2017

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INDEPENDENT AUDITORS' REPORT

To the Directors of Greater Saint John Community Economic Development Agency, Incorporated (Operating as Enterprise Saint John)

We have audited the accompanying financial statements of Greater Saint John Community Economic Development Agency, Incorporated, (Operating as Enterprise Saint John), which comprise the statement of financial position as at December 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditors' Report to the Directors of Greater Saint John Community Economic Development Agency, Incorporated *(continued)*

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Greater Saint John Community Economic Development Agency, Incorporated, (Operating as Enterprise Saint John), as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements for the year ended December 31, 2016 were audited by another firm of Chartered Professional Accountants and are presented for comparative purposes only.



Saint John, New Brunswick
April 19, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY, INCORPORATED

2018 November 13 Open Session FINAL_363
(Operating as Enterprise Saint John)

Statement of Financial Position

December 31, 2017

	Enterprise Saint John 2017	Restricted for Living SJ (Note 10) 2017	Restricted for SCI (Note 6) 2017	Total 2017	Total 2016
ASSETS					
CURRENT					
Cash	\$ 26,224	\$ 99,147	\$ 52,176	\$ 177,547	\$ 513,490
Accounts receivable (Note 4)	687,687	-	-	687,687	378,101
Interfund balance	7,575	-	-	7,575	1,075
	721,486	99,147	52,176	872,809	892,666
LOANS RECEIVABLE (Note 6)	-	-	643,520	643,520	480,932
	\$ 721,486	\$ 99,147	\$ 695,696	\$ 1,516,329	\$ 1,373,598
LIABILITIES AND NET ASSETS					
CURRENT					
Accounts payable (Note 7)	\$ 122,639	\$ -	\$ -	\$ 122,639	\$ 116,484
Deferred revenue (Note 8)	239,201	99,147	26,617	364,965	265,018
Interfund balance	-	-	7,575	7,575	1,075
	361,840	99,147	34,192	495,179	382,577
NET ASSETS					
Restricted for SCI (Note 6)	-	-	661,504	661,504	681,614
Restricted for Living SJ (Note 10)	-	-	-	-	-
Unrestricted	359,646	-	-	359,646	309,407
	359,646	-	661,504	1,021,150	991,021
	\$ 721,486	\$ 99,147	\$ 695,696	\$ 1,516,329	\$ 1,373,598

LEASE COMMITMENT (Note 11)

ON BEHALF OF THE BOARD

 Director

 Director

2018 November 13 Open Session FINAL 364
 GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY, INCORPORATED

(Operating as Enterprise Saint John)

Statement of Revenues and Expenditures

Year Ended December 31, 2017

	Budget (Unaudited) 2017	Enterprise Saint John 2017	Restricted for Living SJ (Note 10) 2017	Total 2017	Total 2016
REVENUE					
Municipalities - base funding (Note 9)	\$ 700,000	\$ 700,311	\$ -	\$ 700,311	\$ 700,811
Province of New Brunswick	-	-	201,212	201,212	195,125
Strategic partners	250,000	156,500	-	156,500	212,309
Private funding	-	-	59,151	59,151	63,953
Other revenue and sponsorships	25,000	15,954	3,820	19,774	23,607
Projects (Schedule 1)	1,500,000	1,127,492	-	1,127,492	785,224
	<u>2,475,000</u>	<u>2,000,257</u>	<u>264,183</u>	<u>2,264,440</u>	<u>1,981,029</u>
EXPENDITURES					
Salaries and wages	585,000	405,823	108,290	514,113	679,480
Core programs	59,000	48,732	127,587	176,319	92,001
Office and administration	157,000	137,537	10,446	147,983	119,361
Business development and investment attraction	95,000	118,324	-	118,324	133,405
Bad debts	-	47,038	-	47,038	7,084
Communications	90,000	45,049	-	45,049	96,912
Vehicle and mileage	20,000	19,331	-	19,331	23,327
Neighbourhood support	-	-	11,531	11,531	21,192
Professional development	14,000	2,889	6,329	9,218	21,420
Miscellaneous	-	575	-	575	(899)
Amortization	5,000	-	-	-	-
Projects (Schedule 1)	1,450,000	1,124,720	-	1,124,720	783,139
	<u>2,475,000</u>	<u>1,950,018</u>	<u>264,183</u>	<u>2,214,201</u>	<u>1,976,422</u>
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ 50,239	\$ -	\$ 50,239	\$ 4,607

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED

(Operating as Enterprise Saint John)

Statement of Changes in Net Assets

Year Ended December 31, 2017

	Enterprise Saint John	Restricted for Living SJ	Restricted for SCI	Total 2017	Total 2016
NET ASSETS - BEGINNING OF YEAR	\$ 309,407	\$ -	\$ 681,614	\$ 991,021	\$ 1,025,048
Interest income for SCI (Note 6)	-	-	15,787	15,787	9,586
Provision for bad debts of SCI (Note 6)	-	-	(35,897)	(35,897)	(48,220)
Excess of revenue over expenditures	50,239	-	-	50,239	4,607
NET ASSETS - END OF YEAR	\$ 359,646	\$ -	\$ 661,504	\$ 1,021,150	\$ 991,021

(Operating as Enterprise Saint John)

Statement of Cash Flows

Year Ended December 31, 2017

	Enterprise Saint John 2017	Restricted for Living SJ 2017	Restricted for SCI 2017	Total 2017	Total 2016
OPERATING ACTIVITIES					
Excess of revenue over expenditures	\$ 50,239	\$ -	\$ -	\$ 50,239	\$ 4,607
Changes in non-cash working capital:					
Accounts receivable	(309,586)	-	-	(309,586)	197,114
Accounts payable	6,155	-	-	6,155	42,190
Deferred income	88,515	20,085	(8,653)	99,947	(222,612)
Prepaid expenses	-	-	-	-	19,349
Interfund balances	(7,575)	-	1,075	(6,500)	(593)
Interfund balances	(1,075)	-	7,575	6,500	593
	(223,566)	20,085	(3)	(203,484)	36,041
Cash flow from (used by) operating activities	(173,327)	20,085	(3)	(153,245)	40,648
INVESTING ACTIVITIES					
New loans issued	-	-	(363,515)	(363,515)	(190,000)
Repayment of loans	-	-	165,030	165,030	133,495
Loan interest	-	-	15,787	15,787	9,586
Write-off of loans	-	-	-	-	36,912
Cash flow from (used by) investing activities	-	-	(182,698)	(182,698)	(10,007)
INCREASE (DECREASE) IN CASH FLOW	(173,327)	20,085	(182,701)	(335,943)	30,641
CASH - BEGINNING OF YEAR	199,551	79,062	234,877	513,490	482,849
CASH - END OF YEAR	26,224	99,147	52,176	177,547	513,490
CASH FLOWS SUPPLEMENTARY INFORMATION					
Interest received	\$ -	\$ -	\$ 15,787	\$ 15,787	\$ 9,586

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

1. NATURE OF OPERATIONS

Enterprise Saint John (ESJ) is the community's regional economic development agency serving the five regional municipalities of Grand Bay-Westfield, Rothesay, Quispamsis, St. Martins and Saint John. The ESJ board and staff works closely with the Regional Oversight Committee (ROC), made up of the five regional mayors and two private sector representatives to come up with the annual key performance indicators that are focused on job growth. The majority of our region's economic growth (80%) comes from within, while the rest (20%) comes from external businesses locating or expanding in the region. That's why many of ESJ's programs and initiatives focus on developing potential entrepreneurs, supporting new startups and helping existing businesses grow, while encouraging external businesses to choose our region to locate, expand and create jobs.

Greater Saint John Community Economic Development Agency, Incorporated ("Enterprise Saint John") is incorporated without share capital under the laws of the Province of New Brunswick. Enterprise Saint John qualifies as a non-profit organization under the Income Tax Act and, as such, is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNFP")

Revenue Recognition

Enterprise Saint John follows the deferral method of accounting for contributions from government and the private sector which relate to specific projects. These restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Strategic partner funding is invoiced as commitments are made and is recognized as revenue in the year for which the work plan commitment is made.

Contributions approved but not received at the balance sheet date are accrued as receivable. Interest income on loans receivable under the SEED Capital Initiative are recognized as earned, and is recorded as a direct increase to the restricted equity for SEED Capital Initiative.

Financial Instruments Policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in excess of revenue over expenditures. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Contributed Services

Volunteers contribute an indeterminable number of hours per year. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Cash and Cash Equivalents

Enterprise Saint John considers cash on hand, short term deposits and balances with banks, net of overdrafts as cash or cash equivalents.

(continues)

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets

Capital assets is stated at cost or deemed cost less accumulated amortization. Capital assets is amortized over its estimated useful life on a straight-line basis at the following rates:

Computer equipment	3 years
Office furniture	5 years
Leasehold improvements	Over the lease term

Enterprise Saint John regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Examples of significant estimates include:

- Allowance for doubtful accounts;
- Impairment of loan receivable under the SEED Capital Initiative;
- Estimated useful lives of assets; and
- Recoverability of capital assets.

Allocation of Expenditures

Enterprise Saint John allocates certain expenditures, including payroll to various projects, that are part of its operations. Enterprise Saint John allocates these expenditures by identifying the appropriate basis and applies that basis consistently each year.

3. FINANCIAL INSTRUMENTS

Enterprise Saint John is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about Enterprise Saint John's risk exposure and concentration as of December 31, 2017:

Credit Risk

Enterprise Saint John is subject to credit risk through accounts receivable. Enterprise Saint John also administers loans receivable under the SEED Capital Initiative. Enterprise Saint maintains a provision for potential credit losses, and minimizes credit risk through ongoing credit management.

(continues)

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

3. FINANCIAL INSTRUMENTS (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Enterprise Saint John is exposed to this risk mainly in respect of its receipt of funds from its contributors and other related sources, accounts payable, and other obligations. Enterprise Saint John maintains a line of credit with a limit of \$50,000.

Currency Risk

Currency risk is the risk to Enterprise Saint John's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. Enterprise Saint John is not exposed to foreign currency exchange risk as it does not hold foreign currency.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The SEED Capital Initiative is currently exposed to interest rate risk on its loans receivable.

Unless otherwise noted, it is management's opinion that Enterprise Saint John is not exposed to significant other price risks arising from these financial instruments.

4. ACCOUNTS RECEIVABLE

	2017	2016
Accounts receivable - trade	\$ 662,953	\$ 378,101
Harmonized sales tax receivable	24,734	-
	<u>\$ 687,687</u>	<u>\$ 378,101</u>

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Office furniture	\$ 1,721	\$ 1,721	\$ -	\$ -
Computer equipment	40,770	40,770	-	-
Leasehold improvements	73,715	73,715	-	-
	<u>\$ 116,206</u>	<u>\$ 116,206</u>	<u>\$ -</u>	<u>\$ -</u>

GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

6. SEED CAPITAL INITIATIVE

The SEED Capital Initiative (SCI) is a project designed to provide access to capital and counselling/training support for those who are starting, expanding or modernizing a business. Funding for existing business expansion is limited to those 18-34 years of age. There are no age restrictions for funding to start a business. Funding is provided up to a maximum of \$20,000 per application.

Loans receivable from clients participating in the program are repayable in various payments including interest at prime plus 2% over periods of 18 to 60 months. Under the terms of agreement with ACOA, effective April 1, 2015 to March 31, 2018, the interest income and the provision for bad debts of these loans are recorded directly to the SCI net assets. Separate government extension contracts also provide for continued funding for the program coordinator

Due to the nature of the loans, the credit risk is high and the value of the loans may be less than their carrying values. As a result, management has adopted the policy to allow for 100% of loan balances that have gone six months or more without receiving a scheduled payment. For loans with payments in the last six months that have been classified as delinquent (behind on scheduled payments), management has allowed for 100% of the overdue payments. Management also makes an analysis based on knowledge of payment history and communication with loan applicants.

As at December 31, 2017, \$164,439 (2016 - \$103,099) of loans were identified as delinquent. Management has provided an allowance of \$63,706 (2016 - \$77,799) related to these loans. During the year, management have written-off loans totaling \$35,897 (2016 - \$48,220).

7. ACCOUNTS PAYABLE

	2017	2016
Accounts payable and accrued liabilities	\$ 105,206	\$ 71,607
Harmonized sales tax payable	-	28,309
Employee deductions payable	17,433	16,568
	<u>\$ 122,639</u>	<u>\$ 116,484</u>

**GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED**

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

8. DEFERRED REVENUE

	2017	2016
<u>Enterprise Saint John</u>		
ACOA and Province of New Brunswick	\$ 16,396	\$ 16,743
True Growth	82,856	88,137
Work Force Expansion	39,250	40,502
Business Resource Centre	16,159	5,304
Strategic partners	25,000	-
Smart Connected	20,000	-
Municipal Funding	39,540	-
	<u>239,201</u>	<u>150,686</u>
 <u>Living Saint John</u>		
Living Saint John	<u>99,147</u>	<u>79,062</u>
 <u>SEED Capital Initiative</u>		
SEED Capital Initiative	<u>26,617</u>	<u>35,270</u>
Grand total	<u>\$ 364,965</u>	<u>\$ 265,018</u>

9. MUNICIPALITIES - BASE FUNDING

	Budget 2017	2017	2016
City of Saint John	\$ 475,209	\$ 475,020	\$ 475,020
Town of Quispamsis	112,000	112,000	112,000
Town of Rothesay	86,422	86,422	86,422
Town of Grand Bay-Westfield	24,836	25,336	24,836
Village of St. Martins	1,533	1,533	1,533
	<u>\$ 700,000</u>	<u>\$ 700,311</u>	<u>\$ 699,811</u>

10. LIVING SJ

On July 1, 2015, Enterprise Saint John entered into a host agency agreement with Living SJ to house and provide organizational support for Living SJ.

The vision of Living SJ is a strong community working together to improve the quality of life for all citizens of Greater Saint John. The mission of Living SJ is to develop a plan to engage community and influence leadership to optimise social impact.

The four priorities of Living SJ are as follows:

- Transform low-income neighbourhoods into vibrant mixed income communities;
- Close the education achievement gap;
- Improve the health of residents through neighbourhood-based models of care; and
- Education and training that leads to employment for low-income residents.

**GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED**

(Operating as Enterprise Saint John)

Notes to Financial Statements

Year Ended December 31, 2017

11. LEASE COMMITMENT

In 2016, Enterprise Saint John entered into a lease for office space until May 2021.

Contractual obligation repayment schedule:

2018	\$	174,117
2019		174,117
2020		174,117
2021		72,548

12. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**GREATER SAINT JOHN COMMUNITY ECONOMIC DEVELOPMENT AGENCY,
INCORPORATED**

(Operating as Enterprise Saint John)

Project Summary

(Schedule 1)

Year Ended December 31, 2017

	2017	2016
REVENUE		
Modular Fabrication	\$ 278,159	\$ 17,429
Smart Connected Community	261,161	-
Catalyst	151,463	124,425
Venture Garage	125,762	118,220
Emerging Entrepreneurs	116,845	137,995
ICCI	114,191	63,043
SEED	73,126	77,916
PETL	4,111	-
Free Trade Zone	2,674	-
Export Sales	-	53,939
Macro Polo	-	2,014
Energy Related	-	190,243
	<u>1,127,492</u>	<u>785,224</u>
EXPENDITURES		
Modular Fabrication	276,818	9,257
Smart Connected Community	261,439	-
Catalyst	150,341	132,447
Venture Garage	126,800	115,834
Emerging Entrepreneurs	117,890	136,973
ICCI	114,191	63,288
SEED	70,959	77,303
PETL	3,608	-
Free Trade Zone	2,674	-
Export Sales	-	66,375
Macro Polo	-	2,014
Energy Related	-	179,648
	<u>1,124,720</u>	<u>783,139</u>
INCOME FROM OPERATIONS	<u>\$ 2,772</u>	<u>\$ 2,085</u>

Funding partners for these special projects include the Federal Government (Department of Foreign Affairs and International Trade, ACOA), Province of New Brunswick and municipal governments, as well as other associations, agencies and the private sector.



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ROTHESAY

INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 9 November 2018
RE : Regional Ice Strategy

Recommendation:

It is recommended the requested motions be referred to the Parks & Recreation Committee for a recommendation.

Background:

The Fundy Regional Service Commission is sponsoring a study of ice rink usage in the greater Saint John region. As part of the ongoing work Council is being requested to adopt two resolutions:

- require organizations regularly using the Rothesay Arena to provide the postal codes of their participants (to the Fundy Regional Service Commission).
- collaborate in exploring a regional funding for arenas by the beginning of the next ice season

There are several questions regarding the first recommendation:

- a. can such a requirement be 'enforced'?
- b. is such a requirement necessary?

There could be some legal question as to whether the information sought is subject to privacy protection. It would seem likely the organizations could simply be asked for aggregate information respecting the home community of their participants.

The second request is more substantive in that it would imply that Rothesay Council believes there is merit in regional funding for the operation of the artificial ice rinks in the region. Rothesay Council has committed to maintaining one ice arena in the town. There are 11 artificial ice rinks in the region operated by, or associated with, municipalities. The total population served by the Fundy Regional Service Commission is 116,000. Therefore, a rink theoretically serves 10,500 and the City of Saint John has 6 rinks now; therefore, is theoretically serving 6 x 10,500 or 63,000 but the City's population is 67,575. Reducing the number of rinks provided by the City would appear to in fact leave the towns with a disproportionate burden in the provision of artificial ice to the public.

Rothesay already funds the premier ice rink in the region (Harbour Station) through the Greater Saint John Regional Facilities Commission.

Any funding formula based on per capita property assessment is inequitable from the Rothesay perspective since the Provincial Government already maintains a grant system intended to equalize assessment per capita.

This matter should be considered in some detail before Council commits to any final position. Accordingly it should be sent to the Parks & Recreation Committee for a detailed review.

Fundy Region Ice Strategy

Revision Date: October 17th 2018

Questions or comments about this draft may be sent to:

Nick Cameron

Fundy Regional Service Commission

ncameron@frsc.ca

506-343-7946



The Fundy Region ICE Strategy



FundyRecycles.com

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DRAFT

Introduction

The Fundy Region Ice Strategy is an assessment of arena facilities in the greater area. **It recommends 8 strategic goals for municipalities and facility operators** to improve efficiency, accessibility, and inclusiveness of arena facilities in the Fundy Region.

Project Team Members	
Fundy Regional Service Commission	Nick Cameron
Town of Grand Bay-Westfield	Gary Clark / Kelly Goddard
Town of Rothesay	Charles Jensen
City of Saint John	Tim O'Reilly
Town of Quispamsis	Dana Purton Dickson
Province of New Brunswick	Greg Evans
Village of St Martins	John Chatterton
(2) Local Service District Representatives	Bill Tyler (Fairfield LSD), one vacant position

Key Challenges

More than half the cost of public arenas are subsidized by taxpayers of the host community.

Over one third of arena users live outside of the host community.

Some New Brunswick arenas have or are considering additional fees for users that do not live in the host community. The fee can be as high as \$890 per person, per ice-sport.

5 arenas in the Fundy Region will need to be replaced or receive major renovations within the next 5 years.

Demand for primetime ice cannot be met, while in the daytime some arenas sit empty.

What can we do as a region to address these challenges?

Chapter One: Goals

The following 8 strategic goals are recommended for municipalities and facility operators in the Fundy Region. Each goal has recommended actions and a timeline for completion. The discussions and research which lead to these goals may be found in the following chapters and appendices.

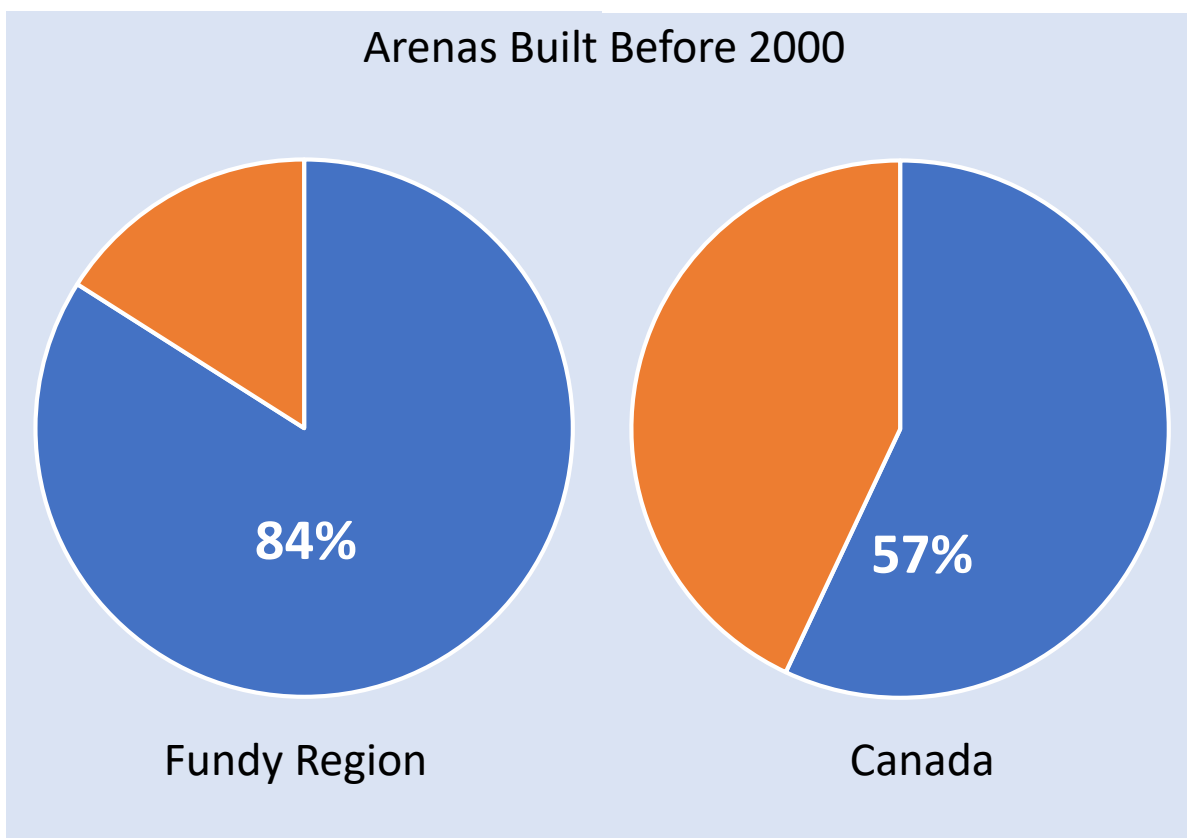
Goals	Actions	Timeframe
1. Collect, Share & Protect Data for Evidence-Based Decision Making	<ul style="list-style-type: none"> • Arena operators shall collect usage data at their facility and registration information from all registered activities. The Commission and its members shall work together to support smaller facilities with this task. • Municipal and Commission staff shall develop a privacy agreement that clearly explains how this information will be used and how personal information will be protected in accordance with the Right to Information and Protection of Privacy Act. A draft may be found in Appendix D. • Using non-identifying information, the Commission shall provide summary reports that shall provide insights for the operation and planning of arena facilities. 	Winter 2018
2. Explore a Regional Funding Formula that Benefits All Communities	<ul style="list-style-type: none"> • With staff from the Commission, Municipalities, Department of Environment and Local Government, and thorough public consultation, cooperatively develop a regional service agreement and funding formula that is fair to all communities in the Fundy Region. • This agreement and formula shall be developed according the principles in Appendix A. • Details of the agreement and formula shall be presented to the public, councils and LSD advisory committees well in advance of any decision point to enter the agreement. 	Fall 2019
3. Regional Endorsement Process	<ul style="list-style-type: none"> • Develop a process to inform endorsement decisions by the Fundy Regional Service Commission Board for capital funding proposals. This tool could then be used to endorse projects such as the replacement or major renovation of arenas. 	Fall 2019

<p>4. Continued Collaboration under a Clear Governance Structure</p>	<ul style="list-style-type: none"> • Create a terms-of-reference for a standing committee that shall oversee the on-going outcomes of this strategy and continue to identify new collaboration opportunities. This may include oversight of a service agreement or providing advice on endorsement requests. 	<p>Fall 2019</p>
<p>5. Improve Accessibility & Inclusiveness</p>	<ul style="list-style-type: none"> • Work together to improve accessibility of ice facilities, gender equity in ice-sports, and support the development of ice-parasports. More local data is needed to set specific targets and measure progress of this goal. 	<p>Long-Term</p>
<p>6. Streamline Policies</p>	<ul style="list-style-type: none"> • Integrate facility policies when possible. This may include a code of conduct and mandatory skating safety equipment policies, as well as public awareness activities. 	<p>Long-Term</p>
<p>7. Sponsorship</p>	<ul style="list-style-type: none"> • When considering sponsorship of arena facilities, work with Fundy Region members to investigate regional opportunities. 	<p>Long-Term</p>
<p>8. Online Scheduling</p>	<ul style="list-style-type: none"> • When a facility is considering online booking or posting ice-time schedules online, work with Fundy Region members to investigate an integrated regional option. A small pilot project between two facility operators may provide the best starting point in the short term. 	<p>Long-Term</p>

Chapter Two: Arena Inventory

Facility	Year Opened	End-of-Life	Hourly Rate 2017-18*	Owner/Operator
River Valley Community Centre, Grand Bay-Westfield	1996	+20 years	\$165.22	Owned & operated by River Valley Community Centre Inc with additional funding from Town of Grand Bay-Westfield.
Peter Murray, Saint John	1967	< 5 years	\$175.57	City of Saint John
Hilton Belyea, Saint John	1974	< 5 years	\$175.57	City of Saint John
Charles Gorman, Saint John	1971	< 5 years	\$175.57	City of Saint John
Lord Beaverbrook Rink, Saint John	1960	+10 years	\$191.30	Owned by City of Saint John, operated by the LBR Board of Trustees with additional funding from the City of Saint John.
Harbour Station, Saint John	1993	+20 years	\$217.31	Owned by the City of Saint John, operated by the Harbour Station Commission with funding from Saint John, Quispamsis, Rothesay and Grand Bay-Westfield.
Stewart Hurley, Saint John	1974	< 5 years	\$175.57	City of Saint John
Rothesay Netherwood School, Rothesay	1955			Rothesay Netherwood School
Rothesay Arena, Rothesay	1972	< 5 years	\$175	Town of Rothesay
Quispamsis Memorial, Quispamsis	1983	+20 years	\$162.31	Town of Quispamsis
plex, Quispamsis	2011	+20 years	\$180	Town of Quispamsis
St Martins 4 Season Complex, St Martins	2006	+20 years	\$110	Owned & operated by the Village of St. Martins with additional funding from the LSD of Saint Martins.

* Adult Primetime, not including HST



Compared nationally, the average age of Fundy Region arenas is beginning to lag behind. [Statistics Canada reports](#) that 57% of indoor arenas in the country were built before 2000. In the Fundy Region, it is 84%. This is especially an issue for people with mobility issues. Older facilities are typically not handicap accessible or difficult to retrofit. Statistics Canada reports that 70% of recreation facilities in Canada are handicap accessible.

End-of-Life in the table above is an estimation of when facilities will reach the end of their useful life or require significant investment to extend it. An asset management plan is recommended for all facilities to accurately plan needed capital investment and eventual decommissioning. Statistics Canada reports that 25% of sports, recreation and culture facilities in Canada have asset management plans. Fundy Region facilities do not currently have asset management plans, but most are in the process of developing one.

End-of-Life can be extended year-to-year with minor repairs, several years with more extensive repairs, or 10 to 20 years with a complete renovation. Five arenas were found to require significant investment or replacement within the next five year. Details about those facilities can be found below.

Rothesay Arena

In 2014, the Town of Rothesay announced a plan to replace the Rothesay Arena. The project has been contingent on additional funding from other levels of government. To-date, there has been no commitment from other government funding sources. In 2017, the Town conducted an engineering assessment to assist in consideration of all options for the Rothesay Arena, including minor repairs, an extensive renovation or replacement. The study can be found here:

<https://www.rothesay.ca/recreation/rothesay-arena-report-nov-2017/>

Peter Murray, Hilton Belyea, Charles Gorman, and Stewart Hurley Arenas (aka Sant John Civic Arenas)

The City of Saint John is currently conducting an analysis of these facilities, as well as the Lord Beaverbrook Rink. Preliminary findings indicate that \$18 million in capital investment would be required over the next 10 years to keep all five facilities operational. Saint John's Parks and Recreation Strategic Plan ([PlaySJ, 2012](#)) recommends replacing the four Civic Arenas with a single four-pad complex. A secondary option in the plan is two twin-pad facilities. The plan also suggests that these options optimize the City's resources through regional collaboration and cooperation.

Opportunity

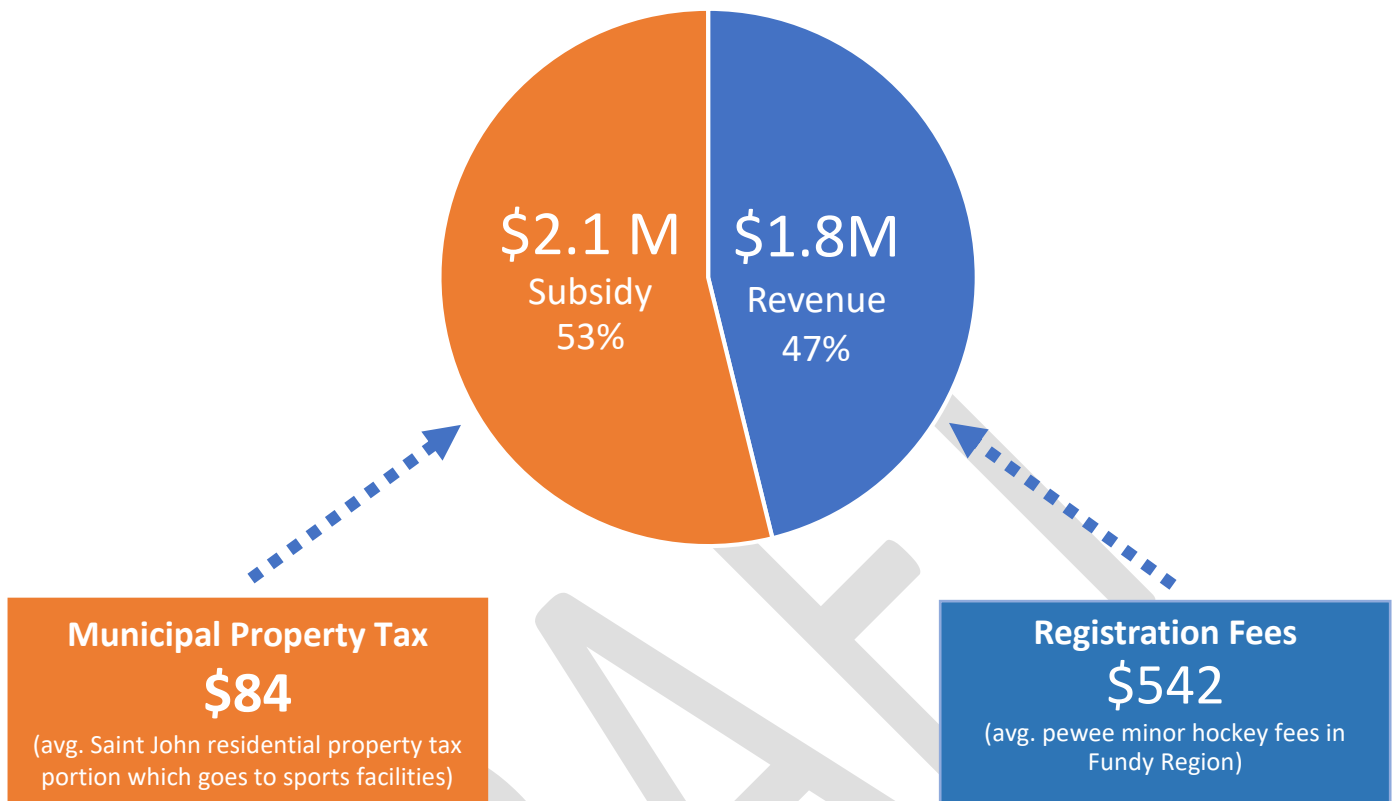
The Rothesay Arena and Saint John Civic arenas will require significant capital funding from other sources of government over the next few years. The primary source of provincial funding for major recreation facilities is the Regional Development Corporation (RDC). Under the Regional Development Corporation Act, RDC is mandated to "coordinate and guide regional development." With this mandate, RDC has provided [guidelines for recreation infrastructure](#) projects. The guidelines also emphasize their role to encourage regional development and cooperation when evaluating project proposals.

Furthermore, at the March 2018 meeting of the Fundy Regional Service Commission board of directors, retired public servant Michael McKendy presented a report titled [Improving the Regional Service Commissions in New Brunswick](#). One recommendation was to implement a process for planning regional facilities. The report was submitted to all Regional Service Commissions and the Department of Environment & Local Government.

Therefore, Goal #3 of the Regional Ice Strategy aligns with these government policies and provides a path to advocate as a strong regional voice for required capital for recreation infrastructure projects that benefit the region.

Chapter Three: Data

Cost Breakdown Fundy Region Arena Facilities



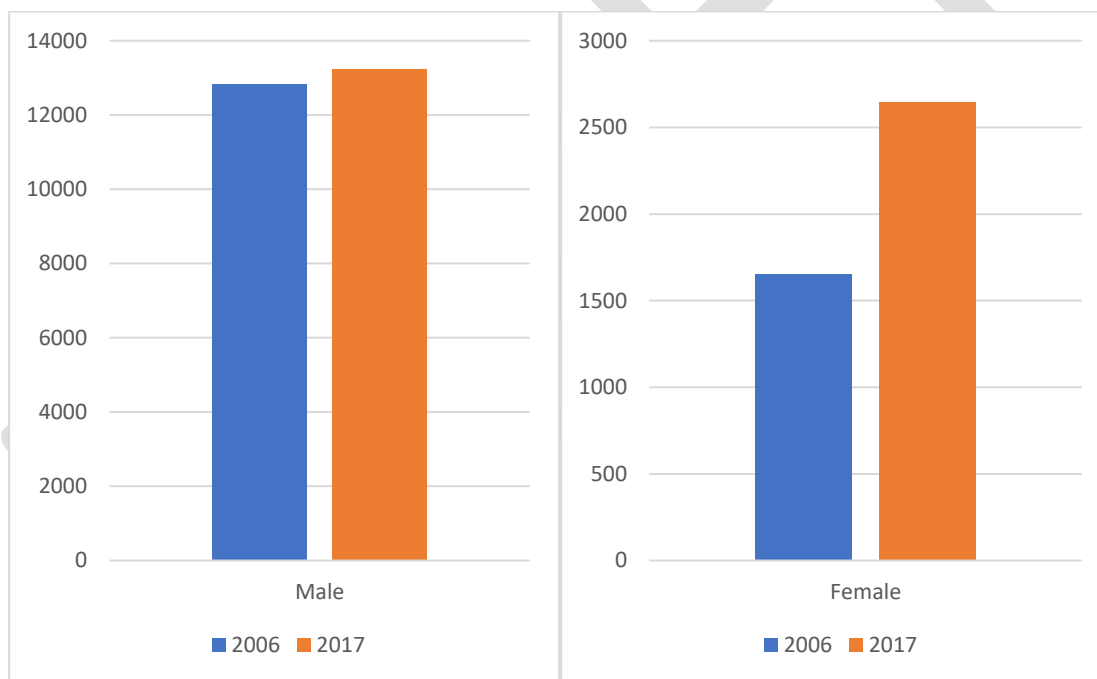
The figures above are based on publicly available financial statements from the municipalities of Grand Bay-Westfield, Quispamsis, Saint John, Rothesay and St Martins. It includes the total operating expenditures for all services provided at arena facilities, including community rooms and the qplex pool, as well as subsidies paid to the River Valley Community Centre Arena and Lord Beaverbrook Rink. It does not include capital expenditures. It also does not include the regional subsidy paid to Harbour Station, which was \$759,116 in 2018 from the municipalities of Grand Bay-Westfield, Quispamsis, Saint John and Rothesay.

The municipal property tax figure above was retrieved from a 2018 report to Saint John's finance committee. Similar data for other municipalities was not available at the time of this draft. Property owners in other municipalities would contribute a similar amount to subsidize their communities' arena facilities. The LSD of Saint Martins contributes to the cost of the St Martins 4 Season Complex through their property taxes. All other LSDs in the Fundy Region do not contribute to arena facilities through property taxes. However, the River Valley Community Centre charges an additional \$100 fee to adult arena users that reside in an LSD. Saint John is considering a similar fee system for the 2019-2020 ice season for any users living outside of the city.

Arena Rental Rates Across Canada

Location	Arena	Adult Prime Rental Rate (GST/HST not included)
Fundy Region	Avg. of all arenas (excluding St Martins & RNS)	\$179.34
Hampton, NB	Hampton Community Centre	\$155.65
St Stephen, NB	Garcelon Civic Centre	\$173.91
Fredericton, NB	All municipal rinks	\$188.00
Moncton, NB	Superior Propane Centre	\$244.35
Charlottetown, PEI	MacLauchan Arena	\$185.22
Dartmouth, NS	Dartmouth 4 Pad	\$240.00
St John's, NL	Bussey Arena	\$225.00
Sherbrooke, QC	Aréna Eugène-Lalonde	\$181.00
Kingston, ON	All municipal rinks	\$293.65
Brandon, MB	Keystone Centre	\$222.00
Regina, SK	All municipal rinks	\$250.91

Registered Players in New Brunswick Minor Hockey



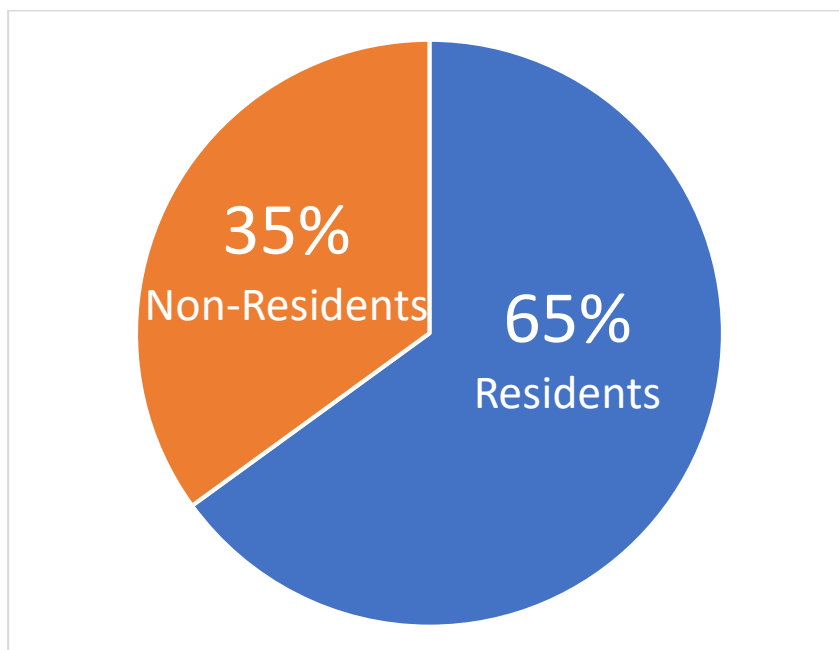
Registered Minor Hockey Players in New Brunswick			
	2006	2017	Growth Rate from 2006 to 2017
Male	89% (12,831)	83% (13,224)	3%
Female	11% (1,651)	17% (2,643)	60%
TOTAL	14,482	15,867	10%

Source: [Hockey Canada 2016-2017 Annual Report](#)

Statistics from Hockey Canada show that female hockey is growing at a much faster rate than male hockey in New Brunswick. Their statistics also show that sledge hockey does not currently have a strong presence

in the province with only 10 players registered. The demand for prime-time ice in the Fundy Region is very high. Therefore, to encourage continued growth among underrepresented groups like female and sledge hockey, it is recommended that these statistics be closely monitored and considered in allocation policies.

Arena Usage Categorized by Residency



Using available data, we estimate that 35% of users at the Fundy Region arenas do not reside in the host community. Sources for this data were postal codes from registration information and surveys at sports registration expos. Some of the records provided were incomplete. Therefore, more data is required to provide a more detailed breakdown of arena usage by community. There was sufficient data to provide the following rough breakdown for Saint John and Quispamsis arenas.

Community	Users at Saint John Civic Arenas	Users at Quispamsis Arenas	Population	Share of Regional Population
Saint John	67.7%	3.4%	67,575	58%
Quispamsis	9.7%	63.6%	18,245	16%
Rothsay	4.3%	26.3%	11,659	10%
Grand Bay-Westfield	8.1%	0.3%	4,964	4%
Local Service Districts & Village of St Martins	6.1%	1.2%	13,383	12%
Unknown	1.4%	4.0%	N/A	N/A
Outside Fundy Region	2.8%	1.3%	N/A	N/A
TOTAL	100.0%	100.0%	115826	100%

Privacy

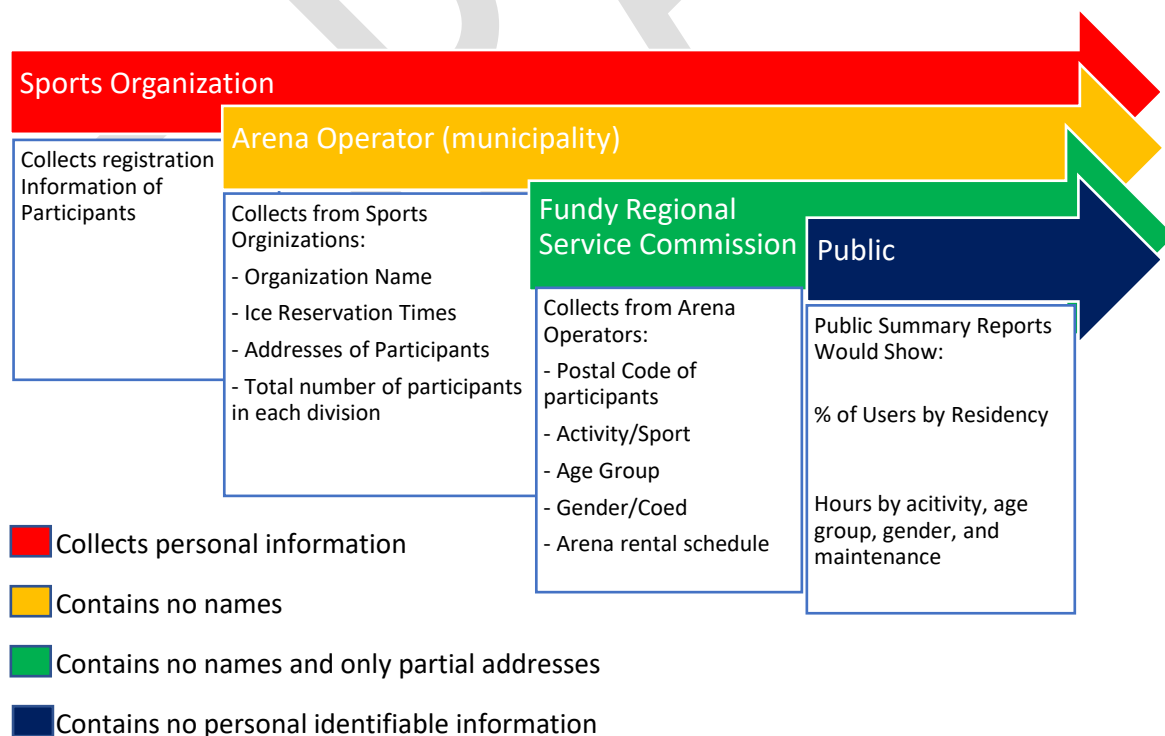
A major challenge in collecting local data was privacy concerns. To further explore collaboration opportunities, accurately measure the success of our goals and ensure outcomes are fair to all communities, we need more local data. Registration information from sports organizations could be used to measure how effectively we are supporting growth for new groups such as parasports and female hockey. The data could also be used to bring transparency to who uses arenas compared to which residents subsidize the facilities.

The majority of arena user groups currently provide or are willing to provide registration information to public arena operators. In a survey sent to ice-sports organizers in the Fundy Region, 24% responded they are not willing to provide arena operators with registration information due to privacy concerns. More survey results can be found under Appendix B.

Opportunity

Privacy concerns must be addressed before we can begin sharing data to get more accurate information, greater insight on the usage of our facilities, and measure the success of the goals in this strategy. Under the Right to Information and Privacy Protection Act, public bodies must only collect personal information that “relates directly to and is necessary for an existing program or activity of the public body.” The act also provides strict [guidelines](#) for storing personal information and protecting privacy.

Using these guidelines, municipalities and other arena service providers could provide sports organizations with a privacy agreement that explains exactly why the information is needed, how it will be used and how privacy is protected. A draft may be found in Appendix D. The diagrams below demonstrate what data is needed from sports organizations and how it would be used.



Sample report for demonstration purposes only, contains fictional data			
	Year 1	Year 2	Year3
Total Hours of Availability at Fundy Region Arenas	24,000	24,000	
Total Hours Used	17,000	18,000	
Total Revenue Hours	12,000	12,600	
Compensatory Hours	3,000	3,200	
Maintenance Hours	2,000	2,200	
Total Utilization	71%	75%	
Male Sports			
Female Sports			
Parasports			
Youth Sports			
Adult Sports			
Hockey			
Figure Skating			
Speed Skating			
Free Skate			
Event Rentals			
Tournaments			

Chapter Four: Case Studies

The following case studies demonstrate a variety of ways local and regional governments subsidize their sports facilities.

Case Study #1: Sussex Recreation Rebate

Under this model, ice rental fees are raised to cover all expenditures and local governments may choose to offer a partial rebate to their residents. The Town of Sussex has used a rebate model at the 8th Hussars Arena since 2013. In the first year, youth minor hockey registration fees rose by 36% and the number of players fell by 20%. In the following years, the number of players has almost fully recovered. The Town of Sussex, Village of Sussex Corner and Village of Norton offer a partial rebate for the higher sports registration fees paid by their residents. In Sussex, the rebate is 35% for youth and 30% for adults. Surrounding LSDs chose not to offer a rebate to their residents.

Example:

A family of three has one child that plays on a Pewee minor hockey team.	
Town of Sussex	Waterford LSD
The Town of Sussex offers a 35% rebate for youth hockey participants that reside in the town.	The LSD of Waterford chose not to offer a rebate through a property tax levy.
This family would pay \$575 to the King's County Minor Hockey League. They would be eligible for a rebate of \$201.25 from the Town of Sussex.	This family would pay \$575 to the King's County Minor Hockey League.

Case Study #2: Fredericton Recreation Service Agreement

In 2006, the City of Fredericton did an assessment of their recreation facilities. It found that the City needed to replace or refurbish \$60 million in recreation assets over the next few years. Further investigation also found that 40% of their users are from outside the city. Working with the surrounding communities and provincial staff, the City created a service agreement which offered recreation services to non-residents either through property taxes (\$0.03 per \$100 assessed value) or through a flat fee per person, per sport (\$890 for ice-sports).

Example:

A family of four has two children. One child plays minor hockey and the other is in a figure skating club. The family owns in a home valued at \$100,000.	
Maugerville LSD	Lincoln LSD
The LSD of Maugerville chose to participate in the agreement. A cost sharing formula determined that property owners would pay \$0.03 per \$100 of assessed property value.	The LSD of Lincoln chose not to participate in the agreement. The family would pay a fee on-top of regular sports registration fees.
This family would pay \$30 per year to the City of Fredericton through their property taxes.	This family would pay the City of Fredericton \$1,780 per year (\$890 per child) on top of registration fees.

Case Study #3: Regional District of Nanaimo Recreation Service Agreement

British Columbia has had a regional district system since 1965 as a means to better enable municipalities and rural areas to work together at a regional level. The Regional District of Nanaimo has a service and cost-sharing agreement for sports fields that is largely based on two factors: the community's usage rate of sports fields (%), and the cost of maintenance and operations.

Total amount contributed by Electoral Areas \$xxx,xxx

(Percentage Share x Cost of Operation & Maintenance)

Less: Revenue required to meet the Cost of Operation (\$xx,xxx) and Maintenance of Sports Fields within the Electoral Areas

Net payment due to / from the Regional District \$xxx,xxx

Example:

PARTICIPANT	'STATUS QUO' COST	NEW DISTRIBUTION	%
City of Nanaimo	\$882,950	\$764,958	85.0
Electoral Area 'A'	--	\$69,295	7.7
Electoral Area 'B'	\$8,000	\$3,600	0.4
Electoral Area 'C'	\$9,000	\$7,200	0.8
Electoral Area 'D'	--	\$54,897	6.1
Total amount contributed by Electoral Areas		\$134,992	
Less: Revenue required to meet the Cost of Operation and Maintenance of Sports Fields in the Electoral Areas		(\$17,000)	
Net payment due to the City of Nanaimo		\$117,993	

Case Study #4: Hampton Regional Multipurpose Facility

In 2010, the Town of Hampton conducted an audit to determine future demand for ice time and required capital investment at the Hampton Arena. The audit found that the arena required close to \$5 million dollars in capital investment to keep it operational. In 2009, the town had completed their Recreation Master plan which encouraged exploring regional partnerships for the replacement of major recreation facilities. Therefore, rather than investing \$5 million in the current arena, the town reached out to the public, including nearby Local Service Districts (LSDs), to investigate a new multipurpose facility that could serve a greater area and other purposes. A committee was formed with representatives from surrounding communities to oversee the design of this facility. Once the project proposal was fully developed and the public was consulted, neighbouring LSDs held a vote to decide whether they would contribute financially to help realize this project. Four LSDs voted in favour of a tax levy of \$0.03 per \$100 of assessed property value to contribute to the construction and ongoing operation cost of a regional multipurpose facility.

**Hampton Regional
Multipurpose Facility**



Official Results

Ballot Question: Do you support financial participation for the regional multipurpose facility at Hampton through maximum annual property taxes of \$30.00 per \$100,000 of assessed property value?

LOCAL SERVICE DISTRICT	"YES" VOTES	"NO" VOTES	SPOILED	TOTAL
Local Service District of Hampton	235	101	0	336
Local Service District of Upham	97	72	0	169
Local Service District of Springfield	71	55	1	127
Local Service District of Kingston	117	176	1	294
Local Service District of Norton	90	21	0	111

Case Study #5: Sussex Potash Civic Centre

In 2017, the board of directors at the Potash Civic Centre in Sussex announced their plans to close the facility's pool due to a significant loss in revenue. The previous year, Potash Corporation of Saskatchewan announced the closure of their nearby mine operations. The Potash Civic Centre said the job losses lead to a 25% decrease in membership revenue and \$30,000 decrease in annual property tax revenue provided by municipalities and local service districts in the greater area. In order to reopen the pool, the board of directors requested an increase in property tax revenue provided to the facility. The town of Sussex and villages of Norton and Sussex Corner approved the increase. Without a plebiscite, the Minister of Environment and Local Government imposed the increase in four surrounding local service districts. The Civic Centre was required to broaden the expertise on their board such as accounting, law and business administration. The Centre was also required to change their fiscal year so that it aligns with local governments, submit quarterly financial reports to the Minister and annual audited financial statements to local governments which fund the facility.

Take-Aways

There are multiple options for a regional funding formula, such as a rebate model or tax levy. However, unlike Sussex and Fredericton, the Fundy Region has multiple service providers. Therefore, a solution for the Fundy Region will require a combination of factors similar to the model found in the Regional District of Nanaimo. The Hampton case study demonstrates the importance of including input from all regional partners for facility design as early in the process as possible. Such an approach helps create a sense of community ownership, beyond municipal boundaries, and ensures the facility meets public needs.

Through lessons learned from all of these case studies and further public consultation, the Fundy Region now has the opportunity to be proactive and develop a solution that is fair to all communities. If we do not take advantage of this time as a region, legislation does allow for the Minister to impose a funding agreement in Local Service Districts, as seen in the Sussex area. Through continued cooperation and consultation, that kind of situation can be avoided.

References & Further Reading

[Fundy Regional Service Commission Recreation Plan \(2016\)](#)

[Grand Bay-Westfield Master Recreation Plan 2012-2022 \(2012\)](#)

[Rothesay Master Recreation Plan \(2009\)](#)

[Saint John Strategic Plan for Parks and Recreation \(PlaySJ, 2012\)](#)

[The Framework for Recreation in Canada \(2015\)](#)

[New Brunswick's Recreation and Sport Policy Framework \(2017\)](#)

[Improving the Regional Service Commissions in New Brunswick \(McKendy Report, 2018\)](#)

[Regional Service Delivery Act](#)

[Local Governance Act](#)

[Regional Development Corporations Act](#)

[Right to Information and Protection of Privacy Act](#)

[Sussex Recreation Rebate FAQ](#)

[Fredericton Recreation Service Agreement](#)

[Services Agreement for the Regional District of Nanaimo](#)

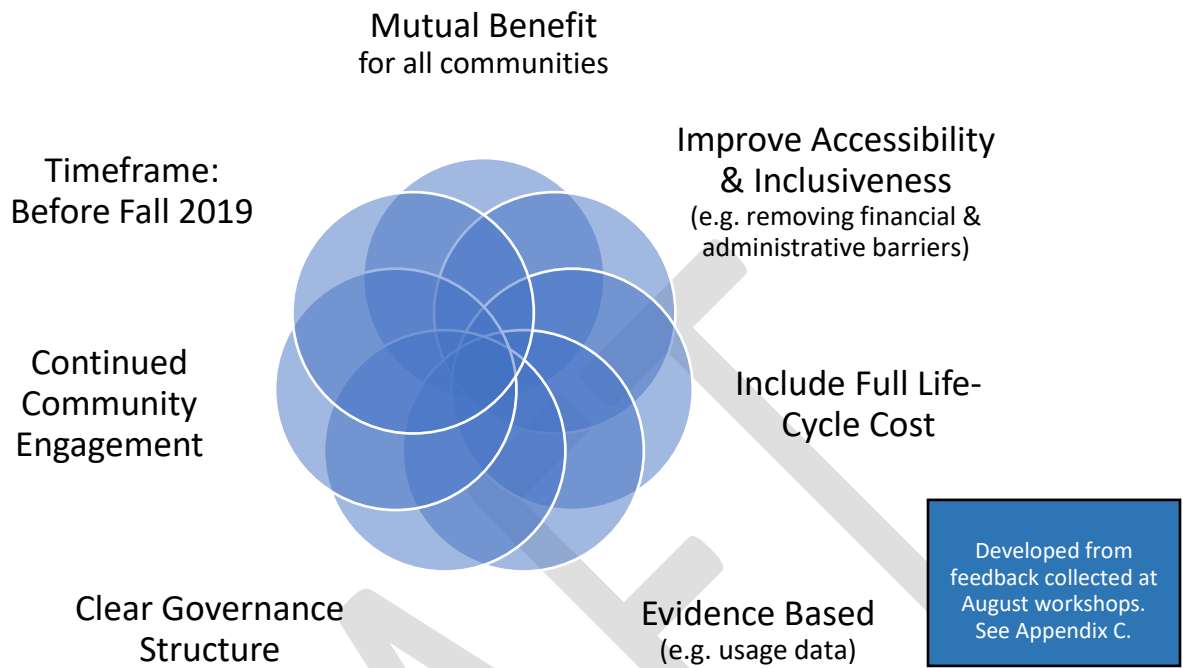
[Hampton Multipurpose Facility](#)

[PotashCorp Civic Centre gets money to keep doors open \(CBC Report, 2017\)](#)

[Guiding Principles for Recreation Infrastructure Investments \(RDC\)](#)

[Hockey by the numbers \(CBC Report, 2013\)](#)

Appendix A: Guiding Principles for Developing a Regional Funding Formula



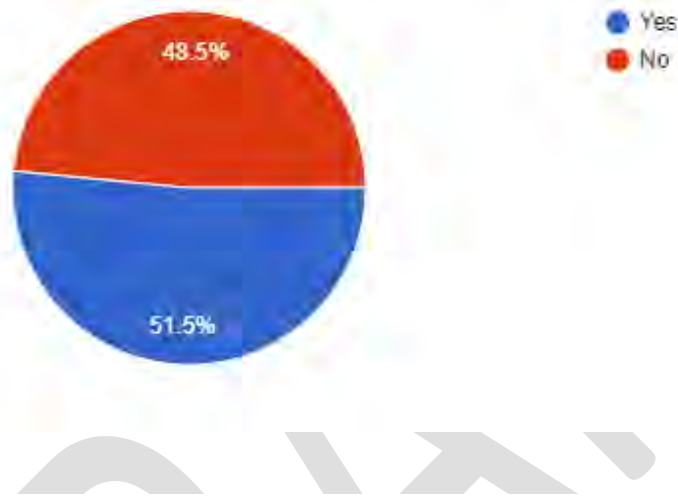
<p>Mutual Benefit for all Communities There must be mutual value for all communities in the Fundy Region, as well as shared risk. This was the most repeated theme at consultation sessions.</p>
<p>Accessibility As per the Canada Framework for Recreation, the agreement shall improve public accessibility of facilities for all Fundy Region residents by removing administrative and financial barriers as much as possible and supporting the development of under-represented groups.</p>
<p>Full Life-Cycle Cost The formula must consider full life cycle cost of facilities including operating, maintenance, capital, and replacement or decommissioning of facilities.</p>
<p>Governance Structure An on-going governance structure is required to monitor the implementation of an agreement and comprise of representatives from communities that are part of the agreement.</p>
<p>Evidence Based The formula must be developed with a wide variety of data and expertise including recreation professionals, financial experts and key stakeholders. The formula must be data-driven from verifiable sources in a comparable format. This data may include usage-by-residency and service level indicators such as hours of ice time served by each facility.</p>
<p>Continued Community Engagement Continued community engagement and communication are required while developing the formula to ensure the process is fair, transparent and beneficial for all communities. This shall also bring awareness to the costs associated with these complex public assets and the benefits they provide.</p>
<p>Timeframe: Before Fall 2019 The goal is to collaboratively develop a service and regional funding agreement in time for the 2019-2020 ice season. Therefore, details of the proposed agreement shall be available well in advance of any major decision points, such as setting 2019-2020 ice rental rates.</p>

Appendix B: User Groups Survey Results

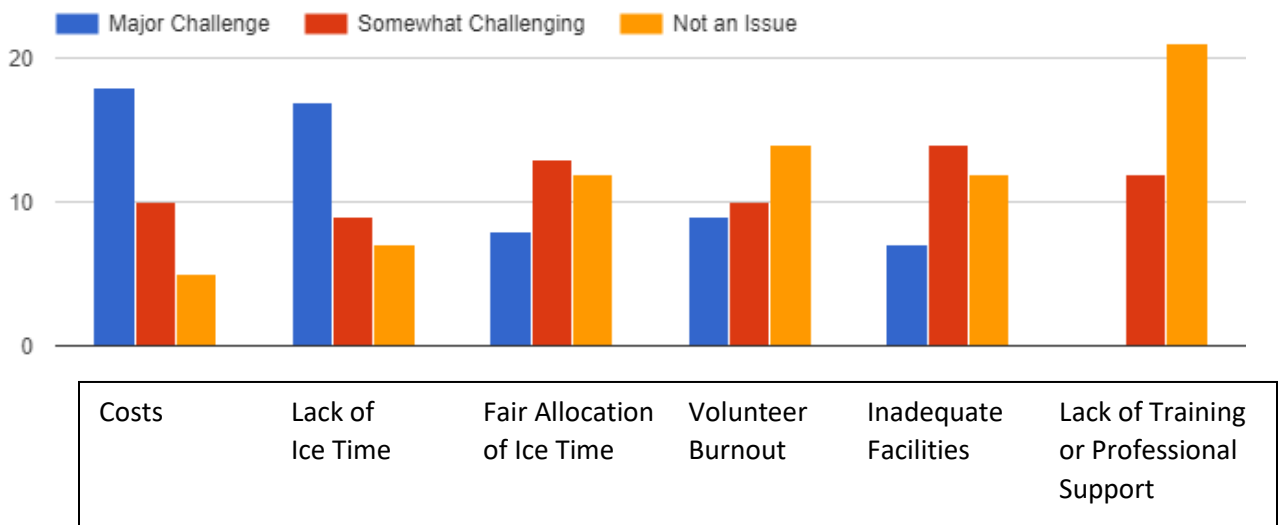
The following survey was emailed to over 100 volunteers from ice-sports organizations. We received responses from 33 individuals representing 20 organizations.

Would your organization travel 20-minutes further than normal for a facility that offered a more affordable rental rate?

33 responses



What are the greatest challenges facing your organization?



Are there any other challenges you would like to include?

We need more ice available all months of the year.

Half the teams we play are from outside Saint John. We also play on their ice times.

Due to lack in ice-time we have many kids that have practises as early as 6am. This is hard on both kids and parents. Leaving the house at 5:15AM on a Tuesday morning and then getting kids ready for school and work is tough.

We are challenged with offering tournament experiences. I wish we had facilities that were doubled up to be more efficient with games and volunteers.

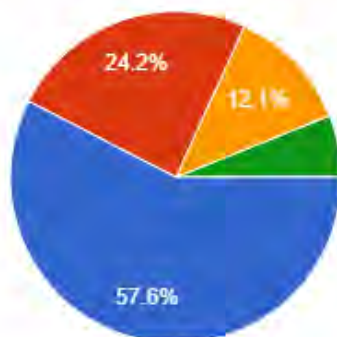
Need NEW RINKS, BADLY. Saint John so behind. 4-plex please

Let the kids register where ever they want.

Getting bumped out of our times for tournaments. Hard to explain to parents

On average, more than half the cost of public arenas are subsidized by taxpayers of the host community. Therefore, some New Brunswick arenas have or are considering additional fees for arena users that do not live in the host community. Depending on the community, the fee can range between \$200 to \$890 per person, per ice-sport. If arenas in this region adopted such fees, would it prevent some people from participating in your sport? What would be the impact on your total registration numbers?

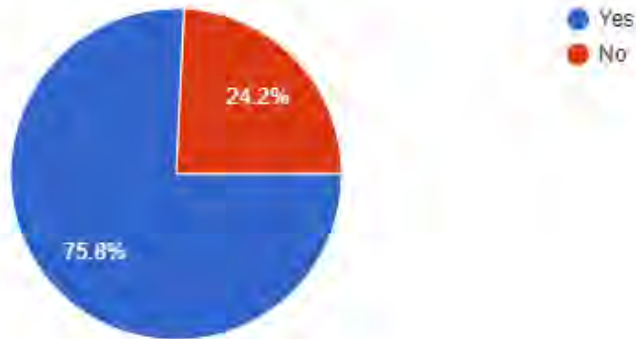
33 responses



- A significant drop in registrations
- Some drop in registrations
- Minimal drop in registrations
- No impact whatsoever

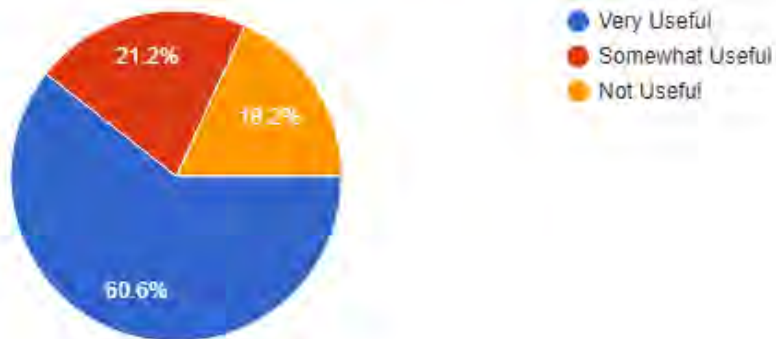
Do you support a mandatory helmet policy at all arenas in the Fundy Region?

33 responses



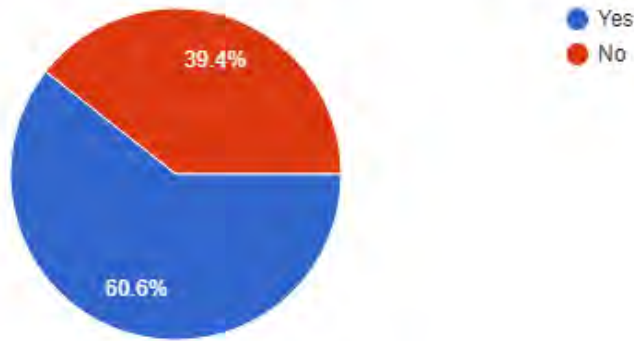
Would it be useful to your organization if all arenas posted their ice-time schedules online?

33 responses



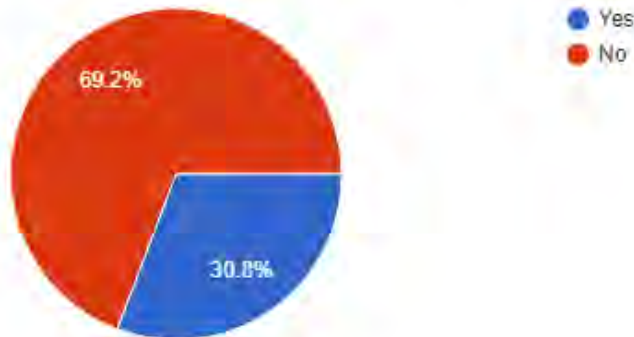
One goal of this project is to provide arenas and municipalities with more data so they can make more informed decisions. Does your organization currently provide registration information to arenas or municipalities? (e.g. number of registrants and their addresses)

33 responses



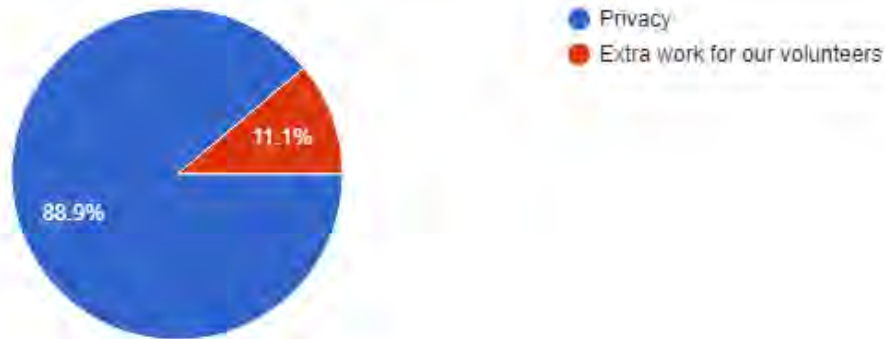
Would your organization be willing to begin sharing registration information with arenas and municipalities in the greater area?

13 responses



What concerns you most about sharing registration information with arenas or municipalities?

9 responses



Do you have any other comments or concerns regarding arena services in the Fundy Region? 15 responses

While collaboration and efficient use of resources is always a main goal of partially public funded programs, the reality of convenience individuals/families lives as well as comradery, relationships in sports will always strip the efficiency of equalizing supply/demand and economics in a large region. i.e. people play in rinks they do now not because of geographic location but almost 100% because that is the "place" they have built bonds, relationships, etc. both on and off the ice. No different than in gymnastics, cheerleading, soccer, etc. Rinks are no different.

The female game has struggled for a number of years to obtain ice times that allow us to run manageable programs. In terms of ice allocation, we are finally to the point where we are in receipt of ice times that attract participants. Our program would not do well to have a reduction or change in time slots. In terms of user fee increases, I would submit that many people find hockey an expensive sport to the extent that many cannot currently afford to play. Our goal is to increase participation and membership. Any increase/application of user fees will deter new growth and significantly impact our ability to retain our current membership. Our programs use ice in both the city of Saint John and RVCC. Our users often travel more than 40 minutes to get to a facility depending on where they live. I would also suggest that in addition to looking at subsidies for ice arenas in their areas, municipalities need to consider the dollar impact of players/parents coming to their communities for ice sports; many of which stop and purchase gas, groceries and do general shopping while in the municipality.

I would agree that a regional ice strategy is needed. our rinks are ageing and really are not up to standards for todays kids. Dressing rooms are small and, in some cases, unsafe. Due to the lack of ice sometimes there are as many as 40 kids on the ice at a time and with the small dressing rooms with 20+ kids crammed in it really is a safety issue. Sport is needed in the community and has many benefits. If we take away access to sport it is going to have effects on healthcare and other areas. Kids need good safe recreation access not less. Please feel free to reach out to me if you need anything further.

Buildings need repairs and updates.

Our group is all city employees. As long as we play pick up hockey as an organization, we will play within the City of Saint John. Thank you for the time and effort that goes into running sports arenas for our community.

A minimal increase in the tax base of LSD residents would greatly subsidize sports facilities. These residents receive adequate emergency services yet the larger towns and cities pay the majority of this expense in their taxes. Our facilities are inadequate in comparison to Moncton and Fredericton which makes it difficult to host tournaments which could bring a great revenue stream to our region

The City of Saint John arenas are showing their age.

The cost of ice time increases yearly but upgrades to rink equipment does not seem to happen. If families had to pay extra, a lot of kids would not get to play. RVCC does not charge this to SJ families. As an association we try to keep our registration fees as low as possible as it is a struggle for families to pay. Some have multiple children playing hockey and are in other activities as well. We as volunteers put all this time in for the children to stay active and keep them off the streets and out of trouble and I think this needs to be the focus of the City as well.

Build new ARENAS. A 4 rink would be cheaper to run. Don't keep fixing old out-dated rinks. They are so bad and small ice. Saint John needs to get with the times. Thank you.

We need to see more regional cooperation. Quispamsis and Rothesay for example should partner on a duplex to cut costs while still providing good services to residents

I live outside the area of Saint John but work in Saint John. We shop in Saint John for the most part and my tax dollars go there. These extra fees are unfair

Water ice quality and consistency. Equipment storage for our safety board pads could be more adequate.

Appendix C: Regional Funding Formula Workshop Results

On August 23rd and 27th, workshops were held with municipal and local service district leaders to discuss three scenarios for a regional funding formula. The workshop was facilitated by the Fundy Regional Service Commission and Chapman Group, a third-party consultant.

After presenting three scenarios, participants were asked to consider the risks and benefits of each scenario. At the end of the workshop, participants were asked to provide their deal breakers as we move forward in the project and topics which they want to know more about. Their answers are provided below.

Scenario #1: Status Quo

The River Valley Community Centre Arena currently has an additional fee of \$100 for adults that live in a local service district. The City of Saint John is considering options for a similar fee for the 2019-2020 ice season. In other communities across New Brunswick, the fee can range from \$200 to \$890 per person, per ice-sport. These fees are charged on-top of regular sports registration fees.

Risks

Session A: KV Library, August 23rd

- Increased demand at arenas outside SJ
- May skew demand
- Cause a domino effect of fees
- Increased admin costs
- Potential decrease in participation
- Decrease in moral
- Parents may not be able to afford it
- Divide the community
- Bigger impact for low income households
- Segregates the community
- Additional strain on social support systems such as ProKids, KidSport and JumpStart
- Could redistribute sports participation to other sports (e.g. now playing basketball instead of hockey) this could be risk to arena facilities and benefit to other sports.

Session B: Carleton Community Centre, August 27th

- Punitive Fees for some
- Needs not addressed
- Lacked fairness, not equitable
- Winners and losers
- Shut out some
- Doesn't benefit or support all
- Pits communities against each other
- More expensive for children
- Some rural residents choose to live rural to cut their expenses. This would add expenses
- Less active, less healthy community

- Restricts access

Benefits

Session A: KV Library, August 23rd

- Increased Revenue to host community & lower tax burden
- Short term cash
- A sense of satisfaction that everyone who uses the facility is paying in one manner or the other
- Feels equitable

Session B: Carleton Community Centre, August 27th

- Fairness
- Provides some financial assistance
- Appeals to proponents of user-pay
- First step to cooperation / tangible solution
- It's what we know
- Low admin cost
- Travel cost would benefit host community
- Paid by host community
- The example cost of \$100 to \$150 for adults is fair (noted that the true cost in GBW is \$300/pp)

Scenario #2: Rebate Model

Under a rebate model, arenas would no longer receive a subsidy from their host municipality, which is typically over half of their operating budget. Rental fees would therefore have to rise, which would cause sports registration fees to rise between 45%-60% (as much as \$350, depending on the sport). Through property taxes, municipalities and Local Service Districts could choose to offer a rebate to their residents to assist with the rise in sports registration fees.

CASE STUDY: 8th Hussars Arena, Sussex

The Town of Sussex has used a rebate model at the 8th Hussars Arena since 2013. In the first year, youth minor hockey registration fees rose by 36% and the number of players fell by 20%. In the following years, the number of players has almost fully recovered. The Town of Sussex, Village of Sussex Corner and Village of Norton offer their residents a partial rebate for the higher sports registration fees. In Sussex, the rebate is 35% for youth and 30% for adults. Surrounding LSDs chose not to offer a rebate.

Example:

A family of three has one child that plays on a Pee wee minor hockey team.	
Town of Sussex	Waterford LSD
The Town of Sussex offers a 35% rebate for youth hockey participants that reside in the town.	The LSD of Waterford chose not to offer a rebate through a property tax levy.
This family would pay \$575 to the King’s County Minor Hockey League. They would be eligible for a rebate of \$201.25 from the Town of Sussex.	This family would pay \$575 to the King’s County Minor Hockey League.

Risks

Session A: KV Library, August 23rd

- Fewer Users
- What can arenas afford to lose every year?
- Host community still responsible for the asset
- Non-ice use of arenas not addressed in this model
- Rebate might not be enough for some families
- Unpredictable revenue stream
- Does not address capital replacement
- Unpredictable for families if rebate changes year to year
- Challenging to administer fairly and clearly
- Complex for this region: KV Minor Hockey includes Rothesay and Quispamsis players. Lancaster Minor Hockey includes Grand Bay-Westfield and Saint John players.
- Similar to scenario 1, in that it segregates communities
- Unequitable by region
- Could have a negative impact on sport association
- Large upfront financial outlay for families

Session B: Carleton Community Centre, August 27th

- Added work for volunteers at sports organizations
- Admin cost for municipality
- Verifying residency
- No capital
- Must have baseline data & costs
- Risk that it would spread to other sports

Benefits

Session A: KV Library, August 23rd

- Users pay
- Decreased financial risk for host municipality
- Direct relationship between taxpayer and the benefit (rebate only available to residents).

- Arenas receive cash upfront
- Provides flexibility to communities
- Decreased demand for ice or redistribution of demand

Session B: Carleton Community Centre, August 27th

- Transparency regarding costs
- User pay is fair
- Control and autonomy for the communities
- Shines a light on the true cost, residents become educated on the true cost, residents don't currently understand the true cost and subsidy from the municipality
- Sustainability
- Creates an incentive to enrol as you can receive a rebate.

Scenario #3: Regional Cost-Sharing Formula

Under this model, several communities may enter an agreement to share the cost of arenas. A formula would fairly determine the share for each community. The formula could be based on a number of factors including population of the community, their usage of the arenas and the level of service provided by the arenas. Communities may choose not to enter the agreement, in which case, non-resident fees may apply to their residents. In Local Service Districts, decision-making authority to enter such an agreement is through the Minister of Environment & Local Government. LSD Advisory Committees may advise the Minister on their decision, which could include calling a plebiscite. In municipalities, the choice could be determined by their Common Council.

CASE STUDY: Fredericton Recreation Service Agreement

In 2006, the City of Fredericton did an assessment of their recreation facilities. It found that the City needed to replace or refurbish \$60 million in recreation assets in just a few years. Further investigation also found that 40% of their users are from outside the city. Working with the surrounding communities and provincial staff, the City created a service agreement which offered recreation services to non-residents either through property taxes (\$0.03 per \$100 assessed value) or through a flat fee per person, per sport (\$890 for ice-sports).

Example:

A family of four has two children. One child plays on a minor hockey team and the other is in a figure skating club. The family owns in a home valued at \$100,000.	
Maugerville LSD	Lincoln LSD
The LSD of Maugerville chose to participate in the agreement. The cost sharing formula determined they would pay \$0.03 per \$100 of assessed property value.	The LSD of Lincoln chose not to participate in the agreement. The family would pay a fee on-top of regular sports registration fees.
This family would pay \$30 per year through their property taxes.	This family would pay the City of Fredericton \$1780 per year (\$890 per child).

Risks

Session A: KV Library, August 23rd

- Some communities may not participate
- Opt-out clause
- A wedge issue in the community regarding taxes
- Inflation, rising costs could eat into the funding if a strict cap is set in the terms.
- Determining service level and other factors of the formula could be subjective, challenging.
- Challenging to address everyone's needs in one formula
- In the outlying areas (LSDs) it could create animosity amongst neighbours

Session B: Carleton Community Centre, August 27th

- Added cost for lower income families
- Communities may not agree on the share; and may not be able to fund the costs
- Divides communities
- Getting the governance structure right
- Capital & operating must be included in formula

Benefits

Session A: KV Library, August 23rd

- More communities in the agreement reduces the cost-share for everyone
- Administration cost is the least of all scenarios if all communities join the agreement

Session B: Carleton Community Centre, August 27th

- Community makes the choice
- More participation makes it more affordable
- Fair & equitable to all taxpayers for recreation
- Provides fair recreation opportunity for youth
- Reflects regional nature of users
- Evidence based decision making
- Opportunity to respond well to the need
- With shared assets, more opportunity for groups to have equitable ice time

Deal Breakers

Session A: KV Library, August 23rd

- All communities deserve a fair shot at renewing their infrastructure. One municipality cannot be favoured for regional, provincial and federal funding.
- If the strategy only focuses on Saint John.
- Overbuilding: More funding should not lead to building more infrastructure than what is needed.

- No mutual benefit. There should be value for all communities in the region.
- Not considering the full life cycle cost of these assets (e.g. operating, maintenance and capital)

Session B: Carleton Community Centre, August 27th

- All-In: not worth it unless all communities are committed to a solution
- Being forced into something the community doesn't want
- Equalization grants need to be considered or adjusted
- The model cannot be prohibitively expensive for families
- Must include capital costs
- Opting-out
- If a community only has a few ice sports participants, it's not worth it
- Need to have a conversation about the benefits of recreation first
- There cannot be just one-way flow of money and participation into Saint John; there must also be flow of money and participation out into the surrounding municipalities.

Topics for Further Review & General Comments

Session A: KV Library, August 23rd

- Ice Rates beyond our region (Moncton, Halifax, Ontario), benchmarks.
- A governance structure for decision making.
- Cost Sharing with our own rinks?
- Sussex: what are the costs and savings?
- Trends in ice usage
- Capital-costs in the formula
- Current maintenance and asset management plans as a consideration for the cost sharing formula, service level
- Renegotiation terms
- Opt-out clause
- Public-Private Partnership options or examples (P3)
- Highlight difficult decisions
- An example that includes multiple service providers, municipalities

Session B: Carleton Community Centre, August 27th

- Admin Costs
- How do you prove your residency?
- Understand full cost to athletes (travel, equipment)
- More details of facility costs
- Regional ownership: would it be beneficial for a single regional corporation to own all of the facilities?
- Clarify myths and assumptions vs facts
- Case for recreation related to community development, safer communities, prosperity, quality of life, and public health.

- What's included and what is not
- Clarity on the benefactor: youth, adults, both?
- How are schools affected? E.g. free-skate, community hockey
- Need a baseline of costs
- Need to include other sports, not just arenas.
- Not enough information in the Sussex example. How much did the rebate cost the Town of Sussex? How was it paid for? Did it save them money or did they have to increase taxes? What ages decreased in participation?

DRAFT

APPENDIX D: Draft Privacy Agreement

The following draft privacy agreement could be used on sports registration forms to inform registrants how their personal information will be used and protected. A final draft should be reviewed by legal counsel to ensure it complies with the Right to Information and Protection of Privacy Act and other regulations.

This organization may share your information with facility operators. Only information reasonably necessary for the use of their facility will be provided to facility operators. It is used to improve their service and planning of operations. This information may include the player's address, activity or sport, and division of play including the age group and gender.

Facility operators include the City of Saint John, Town of Quispamsis, Town of Rothesay, Village of St Martins, River Valley Community Centre Inc, Board of Trustees of the Lord Beaverbrook Rink at Saint John Inc, Harbour Station Commission and Fundy Regional Service Commission.

Any personal information shared with facility operators must be protected under strict guidelines according to the Right to Information and Protection of Privacy Act of New Brunswick. Under this act, personal information can only be collected as it relates directly to and is necessary for an existing program or activity of the public body.

If you have any questions about how this information is used, you may contact:

Fundy Regional Service Commission

Phone: 506-738-2014

Email: info@frsc.ca

Mail: PO Box 3032
Grand Bay-Westfield, NB E5K 4V3

Office Location: 10 Crane Mountain Road, Saint John

Website: www.FundyRecycles.com

APPENDIX E: Project Process & Timeline



Presentation Dates Introducing the Fundy Regional Ice Strategy Project
 Commission: July 12th 2017
 Quispamsis: July 18th 2017
 St Martins: August 14th 2017
 Saint John: September 6th 2017
 Grand Bay-Westfield: September 11th 2017
 Regional Advisory Committee (RAC): September 27th 2017. The RAC comprises of representatives from all nine Local Service Districts
 Rothesay: October 10th 2017

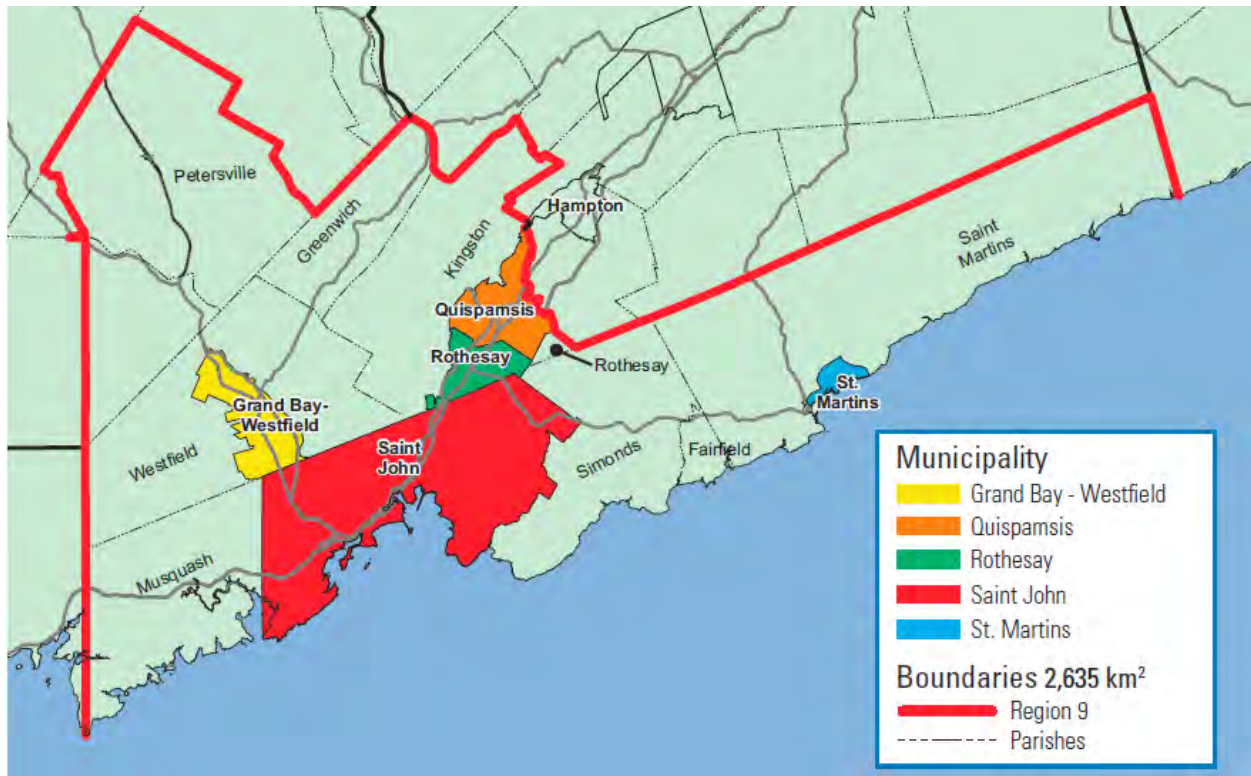
Abbreviations
 FRSC: Fundy Regional Service Commission Board of Directors, comprised of 5 mayors and 4 LSD Representatives
 LSD: Local Service District
 RAC: Regional Advisory Committee, comprised of representatives from 9 local service districts

- Complete
- In Progress
- Pending



APPENDIX F: About the Fundy Regional Service Commission

The Fundy Regional Service Commission is a not-for-profit corporation which provides regional service delivery on a fee-for-service basis. There are five municipalities and nine local service districts in the Fundy Region. Today, the Fundy Regional Service Commission provides solid waste management, building inspection services and planning, including regional recreation planning. The board of directors is comprised of the mayors of Grand Bay-Westfield, Saint John, Rothesay, Quispamsis, and St Martins, as well as four Local Service District representatives.



Municipality/LSD	Population	Area (km ²)
Town of Grand Bay-Westfield	4,964	63
Town of Quispamsis	18,245	60
Town of Rothesay	11,659	36
City of Saint John	67,575	362
Village of St Martins	276	2
LSD of Petersville	680	147
LSD of Westfield	1,962	349
LSD of Greenwich	1,058	138
LSD of Kingston	2,913	255
LSD of Musquash	1,194	260
LSD of Rothesay	325	7
LSD of Simonds	3,549	265
LSD of Fairfield	294	25
LSD of Saint Martins	1,132	628



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : John Jarvie
DATE : October 31, 2018
RE : 2018 Property Tax Referrals

After receipt of the annual property assessment notice from service New Brunswick, an individual property owner may appeal to the Executive Director of Assessment. This is called a 'referral'. Any adjustments made by the Director are subject to appeal by the municipality within 21 days of the date of receipt – in this case by Wednesday, November 28, 2018. A property owner who is dissatisfied may appeal the Director's decision to the Assessment Review Board.

Attached is a list of properties adjusted by Service New Brunswick. The list of referrals has been reviewed and the following noted:

1. Of the 57 property assessments referred, 42 were adjusted (same as February of last year). The total reduction in assessment was \$2.1M or 11.5% of the value of the properties reviewed. This represents about \$26,000 in revenue reduction.
2. Of the properties referred, fifty-two are residential, two are commercial properties and the rest are vacant land in various forms.
3. The largest reductions by percentage were a gravel pit/quarry on Bradley Lake Road owned by Deby Resources Inc. (78.8%), Branch on Rothesay Park Road (59.4% & 57.4%), McCaffrey on Jones Avenue (39.7%), Somerville on Bayley Road (39.3%), McBean on Colwell Lane (33.6%), Turnbull on Rothesay Road (32%), and Miller on Highland Avenue (31.2%).
4. The largest reductions in value were the aforementioned Turnbull house on Rothesay Road (\$296,000), Frazer on Allison Drive (\$173,900), Somerville on Bayley Road (\$123,200), Miller on Highland Avenue (\$111,300), and Deby Resources Inc on Bradley Lake Road (\$110,600). In total 5 properties were reduced by \$100,000 or more, 6 were reduced by between \$50,000 and \$99,999, and 31 by less than \$49,000.
5. Referrals were distributed throughout the community with 19 (33.3%) in Rothesay, 18 in Fairvale (31.6%), 9 in French Village (15.8%), 4 in East Riverside-Kingshurst (7%), and 7 in Renforth/KPark (12%).

ROTHESAY

TO: Council in Committee

FROM: John Jarvie

2018November13OpenSessionFINAL_411

RE: 2018 Property Tax Referrals

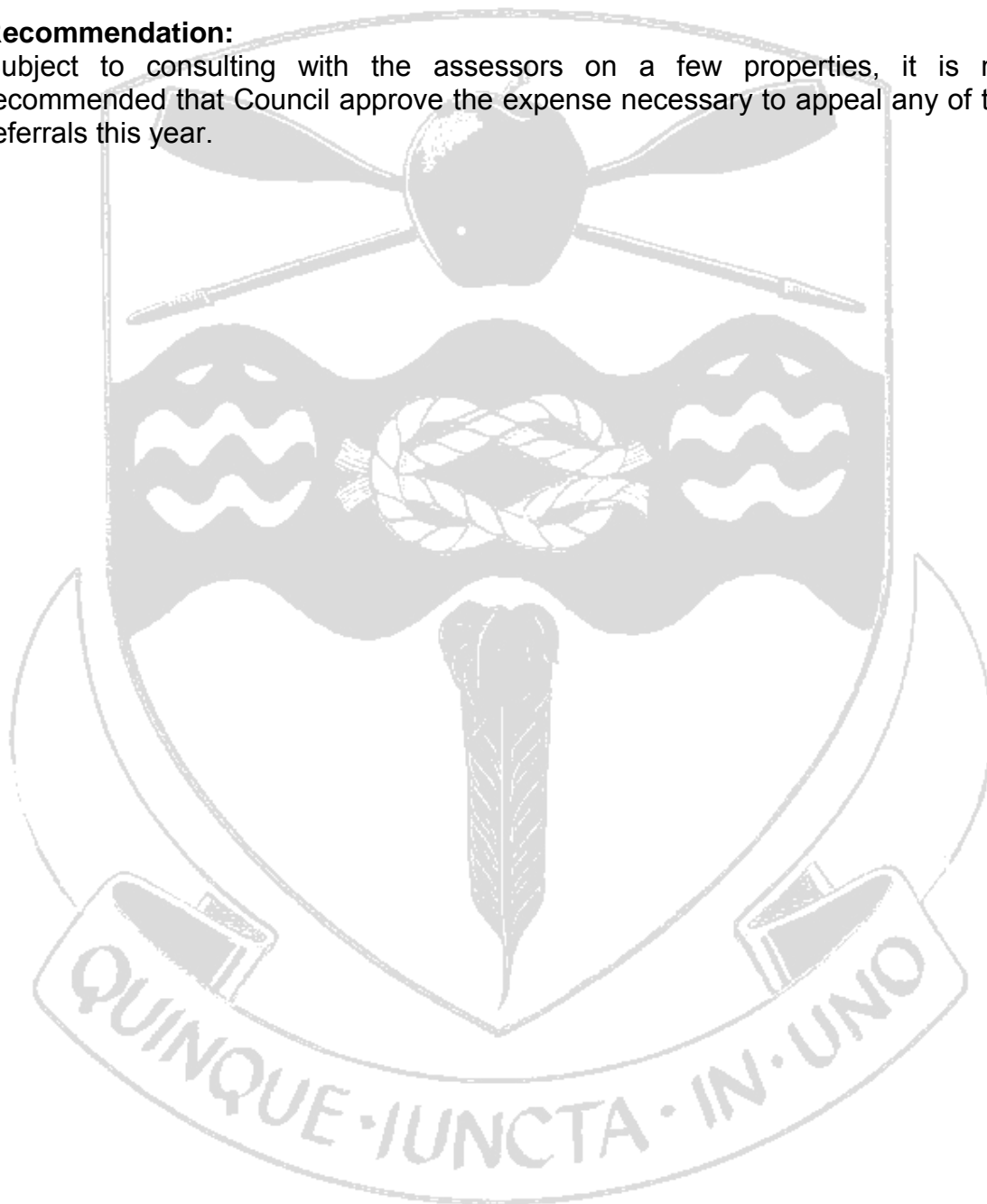
-2-

31 October 2018

6. There are several properties which were reduced due directly or indirectly to recent sales perhaps indicating a sustained downward trend in property values.
7. Two properties were reduced due to damage form the spring flood.

Recommendation:

Subject to consulting with the assessors on a few properties, it is not recommended that Council approve the expense necessary to appeal any of the referrals this year.





ROTHERESAY

MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 8 November 2018
RE : Water By-law 1-18

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 1-18, "Water By-law"

- Council schedule a Public Hearing for By-law 1-18, "Water By-law", for Monday, January 14, 2018 at 7 p.m., immediately prior to the Council meeting

BACKGROUND:

There is no legislative requirement to hold a public hearing with respect to the Water By-law. However, the previous Council chose to hold public hearing in 2015 for a prior draft of the By-law, which generated public interest and led to a subsequent review by the Works and Utilities Committee.

Should Council decide to proceed with a public hearing, the public notice and draft By-law will be posted to the Town website not less than 21 days before the date of the public hearing, as outlined in the *Community Planning Act* (standard practice for municipal plan and zoning by-law amendments)

BY-LAW 1-18
WATER BY-LAW

The Council of Rothesay, under authority vested in it by Section 117 of the *Local Governance Act S.N.B. (2017)*, Chapter 18, and amendments thereto, hereby enacts as follows:

TITLE

1. This By-law may be cited as the “Water By-law”.

DEFINITIONS

2. In this By-law, unless otherwise stated:
 - a) “Commercial unit” means a separate set of quarters used for other than residential purposes with a private entrance from outside the premises or from a common hallway or stairway inside;
 - b) “Committee” means the Works and Utilities Committee of Rothesay, as appointed by the Council;
 - c) “Council” means the Mayor and Council of Rothesay;
 - d) “Dwelling unit” means a separate set of residential quarters with a private entrance from outside the premises or from a common hallway or stairway inside;
 - e) “Engineer” means the Town Engineer or their designate;
 - f) “Equivalent User Units” means the rate at which non-single family residential users and commercial users are charged for maintenance, construction, and use of the water system; calculated with an average residential household as the base single unit;
 - g) “Fire Department” means the Kennebecasis Valley Fire Department Inc.;
 - h) “Industrial unit” means an area of land with or without buildings or structures on which activities take place pertaining to industry, manufacturing, commerce, trade, business, or institutions as distinguished from domestic dwellings;
 - i) “Institutional unit” means an area of land with or without buildings or structures on which activities take place pertaining to public or non-profit purposes, and without limiting the generality of the foregoing, may include such uses as schools, places of worship, indoor recreation facilities, community centres, public hospitals, and government buildings;
 - j) “May” is construed as permissive;

- k) “Meter” means a cold water measuring device calibrated in cubic metres owned and operated by the Town;
- l) “Owner” means the person in whose name the property is assessed under the *Assessment Act*, Chapter A-14, R.S.N.B. (1973) and amendments thereto, and includes executors, administrators, and assigns of such person;
- m) "Person" means any individual, partnership, company, public or private corporation, or agency of the Province of New Brunswick, agency or any other legal entity;
- n) “Premises” means a building, which may contain one or more dwelling unit, institutional unit, industrial unit, and/or commercial unit, connected to the water system of the Town by a single service connection to each system;
- o) “Roadway” means that portion of a Rothesay street between the curb lines or the travelled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;
- p) “Rothesay Main Water” or “Rothesay Main Water System” means the water system for that area within the municipal boundary having its source of water supply from the Carpenters’ Pond Watershed and such other sources as may be developed from time to time;
- q) “Service Connection” means any piping system that conveys water from a water main to any premises;
- r) “Shall” is construed as being mandatory;
- s) “Specifications for Developers” means the standards adopted by the municipality as a minimum standard for new construction of streets and services within the Town;
- t) “Street” means a Rothesay street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts, and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full width of the right-of-way;
- u) “Town” means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- v) “Water” and “Water Supply” means the water supplied to consumers for the purposes herein specified;

- w) "Water System" means all of the property involved in the operation of the Rothesay water utility and watershed; including all land, wells, water lines and appurtenances, treatment plants, reservoirs, pumping stations, buildings and structures, and general property;
 - x) "Water User Charge" means the amount charged for maintenance, construction, and operation of the water system.
 - y) "Residential Apartment Complex" means any residentially zoned building which includes more than two separate dwelling units.
- 2.1 In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.

3. COMMITTEE

- 3.1 The Works and Utilities Committee shall be appointed in accordance with the Rothesay Procedural By-law
- 3.2 Council may refer any matter related to the water utility to the Works and Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.

4. WATER SYSTEM

- 4.1 Water shall not be furnished for any purpose other than domestic and fire protection purposes when, in the opinion of Council or the Engineer, the quality or efficiency of the water supply for domestic and fire protection purposes within the Town would thereby be impaired.
- 4.2 (a) The Town may, subject to the foregoing limitations, furnish water for purposes other than domestic and fire protection under an agreement in writing that the water supply may be discontinued temporarily or permanently by Council.

(b) When a development has been approved that includes a car wash facility, a recycle component shall be installed, operated, and maintained as part of the system, with a capacity to reclaim a minimum of 40 percent and further shall be subject to Town approval.
- 4.3 Unless otherwise authorized by Council or the Engineer, the water supply to any premises shall be measured by a water meter, as regulated under Section 5 of this By-law.
- 4.4 The water supply shall be regularly tested in accordance with the *Clean Water Act*, R.S.N.B. (1973) Chapter C-6.1 and amendments thereto, and Approvals to Operate issued from time to time.

- 4.5 The locations, elevations, materials, and methods of installation for all public and private water mains, service pipes, and appurtenances shall be approved by the Engineer prior and after construction.
- 4.6 The Owner shall use construction methods which safeguard the public and private property and work shall be carried out in strict compliance with the *Occupational Health and Safety Act*, R.S.N.B. (1983), Chapter O-0.2 as amended.
- 4.7 No person, being an Owner, tenant, or occupant of a house, building, or other place within the Town supplied with water by the Town shall, without permission of Council or the Engineer:
- (a) lend or sell the water;
 - (b) give water away or permit it to be taken or carried; or
 - (c) use or apply it to the use or benefit of any other person.
- 4.8 The Town shall not be liable for any damage or injury caused or done by reason of the interruption of water supply, water system operation, water pressure or its variation, or drawing of a vacuum on the water system.
- 4.9 No person other than designated Town staff shall open or in any way interfere with any hydrant or valve in the Town; or in the case of Fire Department use, the Fire Chief or their designate.
- 4.10 The Engineer shall have right of access to all parts of an Owner's property or premises at all reasonable hours for the purpose of inspecting any water pipes, fittings or appliances. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 4.11 Water supply may be refused or discontinued at any time for:
- a) non-payment of water user charges;
 - b) non-payment of a water connection charge;
 - c) non-payment of any repair or maintenance related charge;
 - d) failure, in the opinion of the Engineer, of the plumbing, pipes, fittings, vents, fixtures, or other related devices on the premises necessary to comply with the requirements of this By-law or if any part of the water system of such premises is in any way unsuitable, dirty, unsanitary, or in an inaccessible place;
 - e) violation of any provision of this By-law;
 - f) the convenience of, and at the request of, the Owner and occupier of the premises; or
 - g) use above quarterly limit of 800 cubic meters per quarter.

- 4.12 Where a water supply has been discontinued under Section 4.11, the Owner shall pay a disconnection fee, together with any amount in arrears and furthermore, a reconnection fee shall be paid before such supply will be restored. Said fees are outlined in Schedule "E".
- 4.13 No connection shall be made to the water system for the purpose of taking water therefrom except under the direct supervision of the Engineer.
- 4.14 Where maintenance of a sprinkler system or other fire fighting system requires the removal of unmetered water from the water system, the Owner shall obtain prior permission from the Engineer and shall notify the Fire Department dispatch personnel.
- 4.15 Any owner of a commercial property, institutional property or residential apartment complex situated on land abutting a street, right-of-way, or public place in which there is a watermain shall connect to the main in a manner approved by the Town and use such watermain as its sole source of water.
- 4.16 No person shall make a connection to any water main of the Town unless a permit has been issued pursuant to this By-law, in the form as set out in Schedule "A". All installations shall be in accordance with the requirements of the "Specifications For Developers" subject to inspection by the Engineer.
- 4.17 Water shall not be supplied from the water system to any Owner's water system unless the Owner's water system and related plumbing is protected from frost and is approved by the Engineer and all costs and expenses incident to the installation and connection to the water system shall be borne by the Owner.
- 4.18 Every service connection to a premise shall have a stop drain shut-off valve, of a type approved by the Engineer, in an accessible position immediately inside the wall of the premises at the service entrance.
- 4.19 When an Owner's water system is found to have been installed in an unsatisfactory manner or in a manner insufficiently strong to resist the pressure to which it may be subjected or where water service pipes are not sufficiently protected from frost or where a person supplied with water has violated any provision of this By-law, the Engineer may direct that the water supply be discontinued until such Owner's water system is properly installed and approved and the person supplied has complied with the provisions of this By-law.
- 4.20 Where an Owner's water system requires a pressure reducing valve to control excess pressures, such valve, installation, and related costs shall be the responsibility of the Owner, with said installation subject to approval of the Engineer.

- 4.21 No Owner or other person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container, or appliance, in a manner that, under any circumstances, could allow water, waste water, or any other substance to enter the Town's water system. The determination of whether or not such condition exists shall be made solely by the Engineer.
- 4.22 No person shall connect any of the following to a service connection, or a line connected to a service connection, without obtaining a permit from the Engineer:
- a) a booster pump;
 - b) a quick opening or quick closing valve;
 - c) a flush valve;
 - d) a heat pump;
 - e) a standpipe;
 - f) a large outlet which may occasion sudden large demands of short or long duration thereby requiring oversize pipe lines; or
 - g) any device which may affect the stability or regulation of water pressure in the water system.
- 4.23 An application for a permit to install a device such as described in Section 4.22 shall be made in the form as set out in Schedule "B" and shall be accompanied by plans and specifications and such other information as required by the Engineer to properly describe the work.
- 4.24 If a condition is found to exist which in the opinion of the Council or the Engineer, is contrary to Sections 4.21, 4.22, or 4.23 hereof, Council may either:
- a) shut off the service or services; or
 - b) give notice to the Owner to correct the fault within a specified period.
- 4.25 No person shall allow an alternate source of water supply to be connected to the water system.
- 4.26 In all new construction, where water hose connections are installed for purposes other than fire protection, such hose connections shall be fitted with atmospheric vacuum breakers.
- 4.27 Water services shall be discontinued by resolution of Council to any premises declared unfit for human occupation.

5. METERED WATER

- 5.1 All water meters installed by the Town or for the Town are and shall remain the property of the Town.
- 5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of three years, in accordance with the rates as outlined in Schedule "E".

- 5.3 All new construction within the Town, where services are available, shall be required to have a water meter installed prior to activation or delivery of any water to the premises. Said installation shall be in accordance with the Standards and Requirements as set out in Schedule "C".
- 5.4 Where the premises are connected to a private distribution system, the Owner shall provide for a metering vault.
- 5.5 Every Owner shall provide a place for a water meter which, in the opinion of the Engineer, is suitably located within the building at or near the point of entry of the water service pipe and on the Owner side of the shut-off valve, so the meter can be easily read and will not be exposed to freezing temperatures.
- 5.6 Every Owner shall provide a place for a remote meter reading device (outside register) that shall be located on the exterior of the building. This remote meter reading device shall be connected to the meter by means of a wire conductor.
- 5.7 Where the premises of an Owner are of such a nature that a meter cannot be properly installed in a building, or if the building is not sufficiently frost proof as to guarantee the safety of the meter, the Engineer may order the Owner to construct an approved frost proof chamber in which the meter can be installed.
- 5.8 Where the required meter is larger than 20 millimetres nominal pipe diameter, or services more than one above ground floor, it shall be valved on both sides. Where the required meter is larger than 20 millimetres nominal pipe diameter, or where the required meter is a turbine type, or compound type, the Owner shall provide a valved bypass arrangement, designed and installed to the satisfaction of the Engineer, to enable testing and servicing of the meter.
- 5.9 The Engineer shall have right of access to all parts of an Owner's property or premises at all reasonable hours for the purpose of installing, removing, repairing, reading, testing, or inspecting meters or outside registers. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 5.10 No person shall remove or in any way interfere with any water meter affixed to a water service of the Town without approval of the Engineer.

- 5.11 The Owner shall be responsible for the meter on their service pipe and shall protect such water meter. The Owner shall be liable for any damage to the meter or outside register resulting from carelessness, hot water, steam, or the action of frost or any other cause not the fault of the Town or its agents and employees. The cost to the Town occasioned by the damage to the water meter or outside register shall be paid by the Owner. If, after the rendering of an invoice by the Town to the Owner for the cost, the invoice is not paid within thirty (30) days from the date rendered, the supply of water to the premises may be suspended until all charges are paid.
- 5.12 Meters shall be read every quarter and the water user charge shall be invoiced in accordance with Section 7 of this By-law.
- 5.13 Where an Owner requests a Town-owned water meter be tested for accuracy, a fee, as outlined in Schedule "E", shall be paid prior to the test being conducted. Such fee may be refundable only if the tested meter is found to register volumes higher by more than four percent of the standard test. The meter shall be tested by an independent, certified testing service in accordance with the "Statement of Standard Procedure, Settlement of Disputes", as set out in Schedule "D".
- 5.14 Where an Owner, or an Owner's agent, requests that the water meter be read at any time other than the time that it is normally read, the Owner shall be liable to pay a fee, as outlined in Schedule "E".

6. MAINTENANCE AND BLOCKAGE

- 6.1 The main line of the water system shall be maintained and operated by the Town.
- 6.2 The service connection from and including the curb stop at the property line to the main line of the water system shall be maintained and operated by the Town.
- 6.3 The service connection from but NOT including the curb stop at the property line to the building, and all fixtures, piping, and appurtenances within the building shall be maintained and operated by the Owner.

7. RATES

- 7.1 Every Owner of land on which any building is situated that:
- (a) fronts on any street, right-of-way or highway in which a water line is situated;
 - (b) fronts on any right-of-way, which connects to a street or highway in which a water line is situated; or
 - (c) Council has ordered connected to a water system;
- shall pay to the Town a "Water User Charge" for the construction, operation, and maintenance of the water system of the Town, as outlined in Schedule "E".

- 7.2 The “Water User Charge” shall be comprised of:
- (a) a fixed charge that shall be billed to each Owner of property connected to, or who has access to the system;
 - (b) a consumption charge based on the volume of water recorded by the meter on the service or as estimated in a manner approved by Council; and
 - (c) an annual stand-by charge for such buildings that are connected to the Town water system and are equipped with water sprinkler systems.
- 7.3 The fixed charge portion of the “Water User Charge” shall be set in accordance with the meter size and shall be reviewed periodically and approved by Council. Consumption rates per cubic meter and the annual stand-by charge shall be as outlined in Schedule “E”.
- 7.4 The “Water User Charge” shall be invoiced quarterly, including the fixed charge and consumption charge.
- 7.5 Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge portion of the “Water User Charge”.
- 7.6 The water user charge payable by the Owner shall be paid to the Town on or before the end of the calendar month next following the date the invoice is mailed to such Owner and shall be payable whether or not the invoice is received by the Owner. If the account is not paid in full, the amount owing to the Town shall bear interest at a rate as outlined in Schedule “E” and such rate of interest shall be set forth on the invoice. A fee shall be charged to the account for “NSF” cheques, as outlined in Schedule “E”.
- 7.6.1(a) Where recommended by the Committee, the Town Manager may authorize a payment schedule for any account with an outstanding balance that includes at least five hundred dollars that is in arrears for longer than one year.
- (i) Such payment schedule may be for a period of no longer than 24 months and shall provide for payment of the outstanding balance including interest accrued to the date of the payment schedule as well as estimates of the new charges that would accrue during the payment period. The payment schedule may provide that, should the Owner make all payments due in accordance with the payment schedule, interest that would otherwise accrue on the outstanding balance during the payment period will be waived.
 - (ii) In exceptional circumstances and with the approval of Council, a payment schedule may exceed 24 months.
- (b) Where the Owner fails to make any payment by the date specified in the payment schedule, the full amount will become due and payable forthwith, including interest compounded in the normal fashion as if no payment schedule had ever been approved.

(c) An Owner remains obligated to pay to the Town actual new charges incurred during the payment period and not merely estimates that may have been included in a payment schedule.

(d) For Commercial properties, Institutional properties and Residential Apartment Complexes the following User Class Structure and payment schedule applies:

Class A) existing properties where water is available but not currently used:

- connection to the water system required on or before _____, 20__;
- connection permit fee due at the start of construction;
- water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than _____, 20__
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- water meter rental charges payable over 5 years.

Class B) existing properties where water is not currently available but could be installed in future:

- connection to the water system required on or before September 30 of the year *following installation of the water line (i.e. the end of the next construction season)*
- connection permit fee due at the start of construction
- water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than Sept. 30th
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- water meter rental charges payable over 5 years

Class C) new construction where water is available:

- no proposed changes (ie. All fees are payable upon issuances of the connection permit)

7.7 If the account or any part thereof remains unpaid at the end of the period hereinbefore mentioned, the Town may sue in its own name to recover the balance owing, including interest, as if the said amount were a debt due from the Owner to the Town.

- 7.8 After ten days notice in writing has been given to an Owner who is in arrears, which notice may be given by registered mail addressed to the Owner, postage prepaid, and without prejudice to any other rights which the Town may have, the Town may disconnect service to the property until such time as the account and the entire cost of disconnecting and reconnecting the service have been paid in full or arrangements for payment satisfactory to Council and approved in writing by the Town Manager have been made by the Owner.
- 7.9 For the purposes of this By-law, a water line has been installed when the Engineer has certified to Council that the system or project of which the water line forms part is substantially complete.
- 7.10 Water user charges shall be levied on the Owners of all properties liable to pay the same commencing at the beginning of the calendar year following the year in which a water line has been installed or the year in which a building on the property has been connected to the water system, whichever is earlier.

SYSTEM ACCESS FEES

- 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule "E". The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of "Specifications for Developers" and shall be paid in full prior to the issuance of a building permit water connection permit.
- 7.11.1 The Engineer, following standard practices and engineering principles, shall have discretion as to the size of the meter required.

7.12 The meter connection permit fee and water system access fee bear interest and may be collected in the same manner as the water user charge hereinbefore mentioned.

7.13 Nothing in this By-law makes the Town responsible for any part of a water connection that is not in a public street, right-of-way, highway, or water easement.

8. PENALTIES

8.1 Any person found violating any provision of this By-law or who suffers or permits any act or thing to be done in contravention or violation of any provision thereof, or neglects or fails to do any act or thing herein required, is liable to a fine as may be imposed for commission of an offence punishable under Part II of the *Provincial Offences Procedure Act*, R.S.N.B. (1973), Chapter P-22.1, and amendments thereto, as a Category C offence.

8.2 The provisions of Sections 7 and 8 are cumulative and optional and one or more of the remedies provided to the Town may be undertaken simultaneously at the option of the Town.

9. SEVERABILITY

If any part of this By-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

10. BY-LAWS REPEALED

By-law 7-04 relating to the Rothesay water system is hereby repealed.

11. EFFECTIVE DATE

This By-law comes into effect on the _____.

FIRST READING BY TITLE : _____

SECOND READING BY TITLE : _____

READ BY SECTION NUMBER : _____
(Advertised as to content on the Rothesay website in accordance with *Local Governance Act* S.N.B. (2017) Chapter 18)

THIRD READING BY TITLE AND ENACTED : _____

MAYOR

CLERK



ROTHESAY

Rothesay Water System FEES AND CHARGES, BY-LAW 1-18 Schedule "E"



WATER METER RENTAL RATES (Section 5.2)

<u>Meter size</u>	<u>Total</u>	<u>Quarterly</u> (over 5 years)
5/8 inch	\$150.00	\$ 10
3/4 inch	\$195.00	\$ 13
1 inch	\$243.00	\$ 16.20
1 1/2 inch	\$573.00	\$ 38.20
2 inch	\$810.00	\$ 54

WATER USER CHARGES (Section 7)*

Fixed Charge Component:

ROTHESAY WATER SYSTEM				
<u>Meter Size</u>	<u>Factor</u>	<u>Fixed Charge/qtr</u>	<u>Annual</u>	
5/8	1.00	\$ 50.00	\$	200.00
3/4	1.44	\$ 72.00	\$	288.00
1	2.56	\$ 128.00	\$	512.00
1-1/2	5.76	\$ 288.00	\$	1,152.00
2	10.24	\$ 512.00	\$	2,048.00
4	40.96	\$ 2,048.00	\$	8,192.00
6	92.16	\$ 4,608.00	\$	18,432.00
8	163.84	\$ 8,192.00	\$	32,768.00
Multi-units	0.75	\$ 200.00	Multiply by number of units	

*Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge component of the "water user charge".

INTEREST (Section 7)

1.25% per month, compounded monthly.

NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

STAND-BY SPRINKLER CHARGES (Section 7)

Main Size	Annual Charge
4	\$1,000.00
6	\$1,250.00
8 or larger	\$1,500.00

PERMIT CONNECTION AND SYSTEM ACCESS FEES (Section 7)

1. Meter connection permit (any size meter) \$ 100.00 (non-refundable)
2. Water system Access Fee:
 - (i) in areas subject to local improvement charges and for developers \$1,500.00
 - (ii) in all other areas \$2,500.00
3. Water System Access Fee - Commercial:
 - (i) Minimum Access Fee Charge (3 or less equivalent user units) \$5,000.00
 - (ii) Additional Access Fee Charge (more than 3 equivalent user units) \$1,500.00/equivalent user unit

DISCONNECTION/RECONNECTION FEES (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

DISPUTE SETTLEMENT (Section 5.13)

Accuracy Testing fee	\$25.00
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METER READING REQUEST (Section 5.14)

Meter reading fee	\$75.00
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2018 November 13 Open Session FINAL_426
ROTHESAY
 Rothesay Water System
FEES AND CHARGES, BY-LAW 1-18
 Schedule "E"



ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)

CHARGES PER QUARTER	up to 96 m ³	over 96 up to 800 m ³	above 800 m ³	up to 72 m ³ /unit	above 72 up to 600 m ³ per unit	above 600 m ³ /unit	up to 3250 m ³	above 3250 m ³
Single family residence	\$ 1.15	\$ 1.73	\$ 2.59					
Residence with rental or self contained unit	\$ 1.15	\$ 1.73	\$ 2.59					
Apt bldg - up to 3 units	\$ 1.15	\$ 1.73	\$ 2.59					
Apt. bldg - 4 units or more				\$ 1.15	\$ 1.73	\$ 2.59		
Townhouses - individual meters	\$ 1.15	\$ 1.73	\$ 2.59					
Townhouses - group meters				\$ 1.15	\$ 1.73	\$ 2.59		
Commercial	\$ 1.15	\$ 1.73	\$ 2.59					
Institutional (schools)							\$ 1.15	\$ 1.73



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 6 November 2018
RE : Council remuneration By-law 2-18

RECOMMENDATIONS:

- Council give First Reading, by Title, to By-law 2-18, "A By-law of the Municipality of Rothesay Respecting the Remuneration of Council members and Committee members"

BACKGROUND:

Attached please find a memorandum from Treasurer MacDonald (October 15, 2018), outlining the motion passed by Council in June 2018, the current Council remuneration and changes to the federal tax legislation.

As noted, By-law 1-06 must be repealed and By-law 2-18 enacted under the new *Local Governance Act* to take into account the changes in the federal tax legislation. By-law 2-18 reflects these changes by removal of any references to the *Municipalities Act*, as well as the removal of Section 7, which reads:

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

As indicated in the Treasurer's memo, the total additional cost to the Town, including additional CPP remittances, is approximately \$25,500.

It is anticipated By-law 2-18 will be brought forward for 2nd and 3rd Reading and Enactment at the December Council meeting, at which time the remuneration of Council will be set by resolution, as outlined in Section 4 of By-law 2-18.

The Personnel Committee reviewed the matter at its meeting and has recommended the following remuneration, to be effective January 1, 2019:

Mayor	\$35,000
Deputy Mayor	\$18,900
Councillor	\$16,200

Attachments:

Schedule A	15 October 2018	Memorandum from Treasurer MacDonald
Schedule B	6 November 2018	Recommendation from Personnel Committee
Schedule C	DRAFT	By-law 2-18
Schedule D	CURRENT	By-law 1-06 and Resolution



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Rothesay Council
FROM : Treasurer
DATE : October 15, 2018
RE : Council Remuneration

The remuneration of Council members is set out in By-Law No. 1-06 (to be amended).

The cost to the town of Rothesay to “gross-up” current remuneration levels as proposed is approximately \$25,500

Background

At the Council meeting of June 11, 2018 the following motion was passed:

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

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

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

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

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

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

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

CARRIED.

ROTHESAY

TO:

FROM:

2018November13OpenSessionFINAL_429

RE:

-2-

(DATE)

DISCUSSION

The current Council remuneration is as follows:

Mayor	\$29,600
Deputy Mayor	\$16,000
Councillor	\$13,700

One-third of the Council remuneration is an expense allowance. The expense allowance is not taxable and is not pensionable for Canada Pension Plan purposes or insurable for Employment Insurance purposes.

The remaining two-thirds is a stipend which is both taxable and pensionable for Canada Pension Plan purposes. The stipend is not insurable for Employment Insurance purposes.

The existing By-Law (1-06) needs to be amended whether or not there is any change to the remuneration due to the change in income tax treatment. Beginning January 1, 2019, 100% of Council remuneration will be taxable and pensionable for Canada Pension Plan purposes.

The personal income tax situation of each member of Council is unique. Not all members' income is subject to CPP and each person is subject to a different income tax rate depending upon their personal circumstances. 2019 marginal income tax rates in New Brunswick range from 25% to 53% of taxable income. Therefore, without access to the individual personal income tax returns, it is not possible to determine the exact amount necessary to ***“ensure come January 1, 2019, Rothesay councillors do not receive a reduction in their remuneration as a result of the 2017 federal budget”***.

For purposes of the estimate requested I have assumed an average marginal tax rate of 35%. Using this assumption, the remuneration required would be approximately as follows:

Mayor	\$35,000
Deputy Mayor	\$18,900
Councillor	\$16,200

The total additional cost to the Town, including additional CPP remittances, is approximately \$25,500



ROTHERHAM

MEMORANDUM

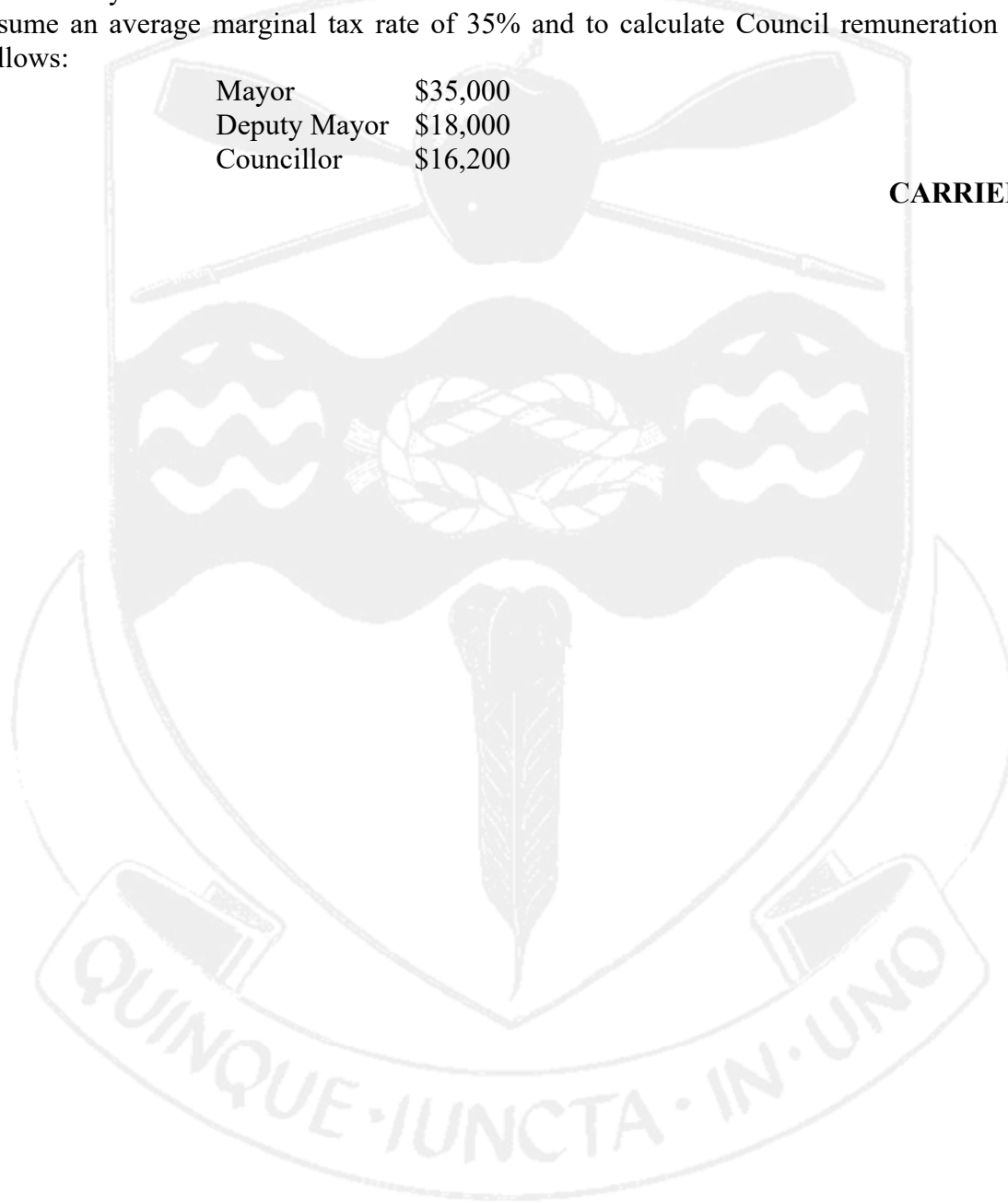


TO : Mayor and Council
FROM : Personnel Committee
DATE : 6 November 2018
RE : Council remuneration

MOVED by Counc. Wells the Personnel Committee recommends Council direct staff to assume an average marginal tax rate of 35% and to calculate Council remuneration as follows:

Mayor	\$35,000
Deputy Mayor	\$18,000
Councillor	\$16,200

CARRIED.



A BY-LAW OF THE MUNICIPALITY OF ROTHESAY RESPECTING THE REMUNERATION OF COUNCIL MEMBERS AND COMMITTEE MEMBERS

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 49(1) and amendments thereto enacts as follows:

TITLE

1. This by-law may be cited as the “Remuneration By-law”.

INTERPRETATION

DEFINITIONS

2. In this By-law:
 - (a) "Act" means the Local Governance Act (S.N.B. 2017, Chapter 18), amendments thereto and regulations adopted thereunder;
 - (b) “committee” means a group of persons appointed by the Mayor and/or Council in accordance with the Rothesay Procedural By-law, to whom matters are referred from time to time;
 - (c) “Council” means the Mayor and Councillors of Rothesay;
 - (d) “Councillor” means a Member of Council other than the Mayor;
 - (e) “Member” or “Members of Council” means any person elected to the Council;
 - (f) “remuneration” means the annual salary of members of Rothesay Council;
 - (g) “Rothesay” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
 - (h) “Town” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
 - (i) “Treasurer” means the Treasurer of the municipality as appointed in accordance with the Act.
3. In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.

REMUNERATION – MEMBERS OF COUNCIL

4. 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.

5. The remuneration shall be based on attendance of a minimum of ten regularly scheduled meetings of Council, with said attendance to mean continuous presence for at least one-half (1/2) of the duration of the meeting. Remuneration shall be pro-rated for any member who does not attend a minimum of ten regularly scheduled meetings of Council.
6. The remuneration of Council shall be made monthly in arrears, in the last pay period of the calendar month.

HONORARIUM – COMMITTEE MEMBER

7. In recognition of the work performed by citizens of the Town on various committees to which they are appointed by the Mayor and/or Council, the Town authorizes the Treasurer to pay to any person, subject to the conditions set out in section 8 of this By-law, an honorarium in the amount of twenty-five (\$25.00) per meeting of the committee to which they are appointed.

CONDITIONS NECESSARY FOR CLAIMING AN HONORARIUM

8. The honorarium set out in section 7 of the By-law shall be paid to the committee member (not an elected member of Council), subject to the following conditions:
 - a) the person be appointed by the Mayor and/or Council of the Town as a committee member;
 - b) the committee member attend the scheduled meeting of the committee to which they have been appointed;
 - c) the committee member not receive any other monies for attending the scheduled meeting of the committee to which they have been appointed;
 - d) the committee member presenting to the Treasurer a completed claim form, as set out in Schedule "A" hereto attached, no later than three (3) months after the meeting for which they are claiming the honorarium. When presenting the claim, the committee member must, to the satisfaction of the Treasurer, produce proof they attended the meeting for which they are claiming the honorarium. If there is any dispute as to the claim, the committee member may refer the matter to Council for a final determination.

PAYMENT OF HONORARIUM

9. The Treasurer shall pay all approved claims monthly.

EXCEPTIONS FOR COUNCIL MEMBERS

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

BY-LAWS REPEALED

11. By-law 1-06, "A By-law of the Town of Rothesay Respecting the Remuneration of Council members and Committee Members" is hereby repealed.

EFFECTIVE DATE

12. This By-law comes into effect on 1 January 2019.

FIRST READING BY TITLE _____

SECOND READING BY TITLE _____

READ IN ITS ENTIRETY _____

THIRD READING BY TITLE AND
ENACTMENT _____

Nancy Grant, Mayor

Mary Jane E. Banks, Clerk



ROTHERSAY

BY-LAW NO. 2-18
Schedule A



COMMITTEE MEMBER CLAIM FOR HONORARIUM

Name of Committee Member: _____

Name of Committee: _____

Date/Time of Committee Meeting: _____

Date Claim Made: _____

Signature – Committee Member

OFFICE USE

Date Claim Received: _____

Verification of Attendance (initial): _____

Method of Verification: _____

Claim Amount: \$ _____ Approved _____ Not Approved _____

Cheque issued: _____ Cheque #: _____

Authorizing Signature:
(Treasurer or Clerk) _____

A BY-LAW OF THE MUNICIPALITY OF ROTHESAY RESPECTING THE REMUNERATION OF COUNCIL MEMBERS AND COMMITTEE MEMBERS

The Council of Rothesay, under authority vested in it by the Municipalities Act R.S.N.B. (1973), Chapter M-22, Section 36(3) and amendments thereto enacts as follows:

TITLE

1. This by-law may be cited as the “Remuneration By-law”.

INTERPRETATION

DEFINITIONS

2. In this By-law:

- (a) "Act" means the Municipalities Act, R.S.N.B. (1973), Chapter M-22, amendments thereto and regulations adopted thereunder;
- (b) “committee” means a group of persons appointed by the Mayor and/or Council in accordance with the Rothesay Procedural By-law, to whom matters are referred from time to time;
- (c) “Council” means the Mayor and Councillors of Rothesay;
- (d) “Councillor” means a Member of Council other than the Mayor;
- (e) “Member” or “Members of Council” means any person elected to the Council;
- (f) “remuneration” means the annual salary of members of Rothesay Council;
- (g) “Rothesay” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act,
- (h) “Town” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act,
- (i) “Treasurer” means the Treasurer of the municipality as appointed in accordance with the Act.

3. In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.

REMUNERATION – MEMBERS OF COUNCIL

4. 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.

5. The remuneration shall be based on attendance of a minimum of ten regularly scheduled meetings of Council, with said attendance to mean continuous presence for at least one-half (1/2) of the duration of the meeting. Remuneration shall be pro-rated for any member who does not attend a minimum of ten regularly scheduled meetings of Council.
6. The remuneration of Council shall be made monthly in arrears, in the last pay period of the calendar month.
7. One-third of the total remuneration paid is deemed to be an expense of office, and shall be so recorded on the T4 return.

HONORARIUM – COMMITTEE MEMBER

8. In recognition of the work performed by citizens of the Town on various committees to which they are appointed by the Mayor and/or Council, the Town authorizes the Treasurer to pay to any person, subject to the conditions set out in section 9 of this By-law, an honorarium in the amount of twenty-five (\$25.00) per meeting of the committee to which they are appointed.

CONDITIONS NECESSARY FOR CLAIMING AN HONORARIUM

9. The honorarium set out in section 8 of the By-law shall be paid to the committee member (not an elected member of Council), subject to the following conditions:
 - a) the person be appointed by the Mayor and/or Council of the Town as a committee member;
 - b) the committee member attend the scheduled meeting of the committee to which they have been appointed;
 - c) the committee member not receive any other monies for attending the scheduled meeting of the committee to which they have been appointed;
 - d) the committee member presenting to the Treasurer a completed claim form, as set out in Schedule "A" hereto attached, no later than three (3) months after the meeting for which they are claiming the honorarium. When presenting the claim, the committee member must, to the satisfaction of the Treasurer, produce proof they attended the meeting for which they are claiming the honorarium. If there is any dispute as to the claim, the committee member may refer the matter to Council for a final determination.

PAYMENT OF HONORARIUM

10. The Treasurer shall pay all approved claims monthly.

EXCEPTIONS FOR COUNCIL MEMBERS

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

BY-LAWS REPEALED

12. By-law 2-98, "A By-law of the Town of Rothesay Respecting the Remuneration of Council members and Committee Members", and By-law 2-98 – A1, "An Amendment to By-law 2-98" are hereby repealed.

EFFECTIVE DATE

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

FIRST READING BY TITLE	<u>13 February 2006</u>
SECOND READING BY TITLE	<u>13 February 2006</u>
READ IN ITS ENTIRETY	<u>13 March 2006</u>
THIRD READING BY TITLE AND ENACTMENT	<u>13 March 2006</u>

William J. Bishop, Mayor

Mary Jane E. Banks, Clerk



2018November13OpenSessionFINAL_438

ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca


RESOLUTION OF ROTHESAY COUNCIL

MOVED by Deputy Mayor Grant and seconded by Counc. McGuire the remuneration for Rothesay Council, in accordance with By-law 1-06, "Remuneration By-law", be set as follows for June 1, 2016 to May 31, 2020:

Mayor	\$29,600
Deputy Mayor	\$16,000
Councillor	\$13,700

CARRIED.

I certify that the above is a true and exact copy of a resolution passed by the Council of the town of Rothesay on the 9th day of November 2015.



Mary Jane E. Banks, BComm
Town Clerk - Rothesay

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 6 November 2018
RE : Procedural By-law revision

RECOMMENDATION:

Council hereby adopts the revised Schedule C-2, "External Council Appointments" forming a part of By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council", dated 13 November 2018; more specifically the change to the composition of the Kennebecasis Valley Fire Department Inc. Board, in accordance with the Amending Agreement dated 16 October 2018.

BACKGROUND:

As Council is aware, the amending agreement changing the Board representation has been approved by both Rothesay and Quispamsis Councils. It is anticipated the Fire Board will approve the amendment at its next meeting on Wednesday, November 14, 2018.

The membership on the Board of Fire Commissioners has been changed to two (2) members of Council from each municipality and one (1) member appointed by each respective municipality.

Current Council appointments will remain and Rothesay Town Manager John Jarvie and Quispamsis CAO Susan Deville have submitted their resignation letters to the Board.

Attachments:

Draft Schedule C By-law 2-14

Schedule C - External Council Appointments

C-1 At the first regular meeting of Council following the quadrennial election Council members to the following joint agencies, boards and commissions shall be appointed by the Mayor as follows:

Greater Saint John Regional Facilities Commission	1
KV Emergency Measures Committee	3
Kennebecasis Public Library Board	1
NB Municipal Employees Pension Plan Board	1
Kennebecasis Valley Fire Department Inc. Board	2
Kennebecasis Regional Joint Board of Police Commissioners	2

C-2 The Nominating committee shall recommend to Council for approval, appointments from time to time of eligible voters of the municipality to joint agencies, boards and commissions as follows:

Board of Canada Games Aquatic Centre	1
Board of Harbour Station	1
Board of Imperial Theatre	1
Board of Saint John Trade & Convention Centre	1
Kennebecasis Public Library Board	3
Kennebecasis Valley Fire Department Inc. Board	1
Kennebecasis Regional Joint Board of Police Commissioners	2

Revision July 11, 2016

Schedule C – 1 amended to read: Kennebecasis Valley Fire Department Inc. Board 1
Schedule C – 2 amended to read: Kennebecasis Valley Fire Department Inc. Board 3

Revision 13 November 2018

Schedule C – 1 amended to read: Kennebecasis Valley Fire Department Inc. Board 2
Schedule C – 2 amended to read: Kennebecasis Valley Fire Department Inc. Board 1
(Revision to agreement approved October 2018)



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ROTHESAY

MEMORANDUM

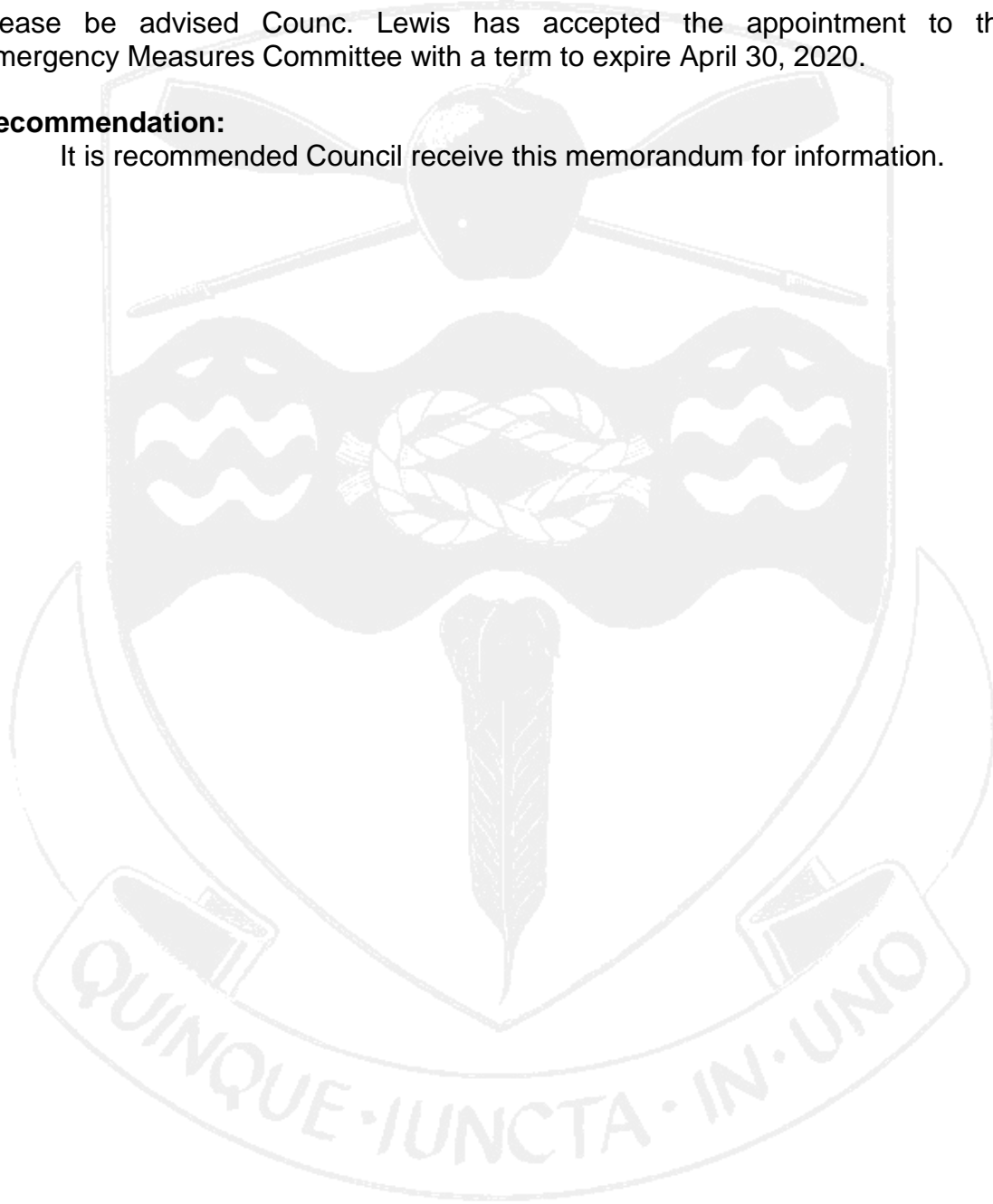


TO : Council
FROM : Mayor Grant
DATE : November 8, 2018
RE : Appointment to Emergency Measures Committee

Please be advised Council. Lewis has accepted the appointment to the Emergency Measures Committee with a term to expire April 30, 2020.

Recommendation:

It is recommended Council receive this memorandum for information.



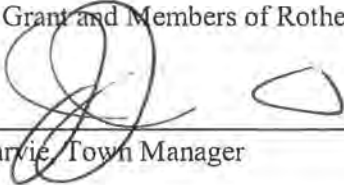


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 13, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 8, 2018

SUBJECT: Environmental Trust Fund Application:
Climate Change Adaptation Plan

RECOMMENDATION

It is recommended that Mayor and Council pass the following resolution:

Moved by _____, Seconded by _____ to apply to the Environmental Trust Fund for a grant in the amount of \$40,000 to create a Climate Change Adaptation Plan for Rothesay with the municipal share of the cost not to exceed \$10,000.

ORIGIN

Acceptance of Applications for the Environmental Trust Fund Climate Change Planning Fund closes on November 30, 2018.

BACKGROUND

The province issued a report in 2017 entitled "Transitioning to a Low-Carbon Economy: New Brunswick's Climate Change Action Plan". In this document, the province developed multiple actions (number 77/81/82 on page 17) requiring Cities and "high risk" municipalities to have a climate change adaptation plan completed by 2020. High risk municipalities are characterized by a history of coastal and riverine flooding, including municipalities impacted by the 2018 Saint John River flooding event this past spring. The province further states that mandatory preparation of climate change adaptation plan will be required for

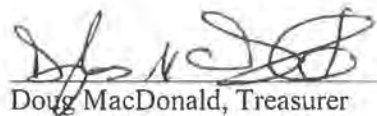
including municipalities impacted by the 2018 Saint John River flooding event this past spring. The province further states that mandatory preparation of climate change adaptation plan will be required for all municipalities applying for provincial infrastructure funding. Staff has confirmed with the province that this funding requirement is anticipated to be imposed starting in 2020/2021

FINANCIAL IMPLICATIONS

The estimated cost of creating a Climate Change Adaptation Plan is \$50,000. The Town share will be \$10,000 (only to be spent if the ETF Funding Application is approved) and the ETF share will be \$40,000.

The Funding Application requires a "Resolution of Council" in order to be processed. It is important to note that in resolving to submit the application Council is in no way committing to funding the project. Staff will update Council if the application is successful and at that time Council will have an opportunity to deliberate on the cost of the Town's portion of the project and accept or reject the program funding.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

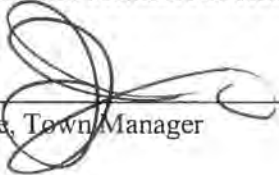


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 13, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: November 8, 2018

SUBJECT: One Ton Truck Purchase – Works Department

RECOMMENDATION

It is recommended that Council accept the submission from Downey Ford Sales at a base price of \$74,543.00 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The approved Fleet Management Plan and the 2018 General Fund Capital Budget include an amount of \$100,000 to purchase a One Ton Plow Truck to serve the Rothesay Works Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

At the request of Council, in May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question “why don’t you answer our vehicle tender calls?” The meeting brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

The build and price method has been employed to purchase multiple vehicles since 2015.

DISCUSSION

The 2018 Capital Budget included \$100,000 for the purchase of a one^{ton} vehicle.

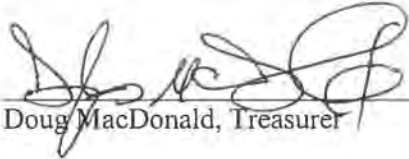
Requests for pricing were sent to the two area dealers who supply one ton vehicles. One dealer cited an inability to supply a vehicle due to re-tooling of their 2019 model and current lack of pricing data as a reason not to submit a bid. The other dealer submitted a bid as follows:

- 1. Ford, Downey Ford Sales \$74,543.00 plus hst

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$100,000 was provided in the General Fund Capital Budget. The delivered cost of the 2018 Ford will be \$77,737.91 including the Town's eligible HST.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

To: Mary Jane Banks, Clerk, Town of Rothesay
Cc: Mayor & Councillors; Town Manager
From: Councillor Don Shea
Re: **Request to have a motion placed on Council's November 13, 2018 agenda**
Dated: November 6, 2018

Summary Request to initiate action regarding renovations to the Rothesay arena – by Councillor Shea, seconded by Councillor Brennan

Vision The changes will not only make the arena code-compliant but more accessible, more energy efficient and more sustainable, resulting in a community asset that all residents will be able to enjoy for years to come.

Motion **Moved** by Councillor Shea and seconded by Councillor Brennan ...

That Rothesay Council engage local contractors to quote on a phased, multi-year renovation to the Rothesay arena;

Further, the project be phased in a manner that minimizes the impact on the hockey season; and

Further, construction to begin in 2019

Background Renovations to the Rothesay arena, or indeed its' replacement with a new facility, has occupied Council's time -not to mention staff resources and significant costs- for years.

It's now time to set in motion a direction that will result in a renovated arena. Using the engineering reports, recreation master plan, etc., Council is now positioned to realize a renovated ice facility.

Considerations Though not necessarily 100% inclusive, contractors would be expected to determine:

- 1) **ice operations upgrades** (roof, support structure, sub-flooring, refrigeration, boards, protective glass, etc.),
- 2) **building operation upgrades** (flooring, security, lighting, lobby, offices, storage, etc.) and

- 3) **guest experience upgrades** (canteen, bleachers, entrance, restrooms, lighting, sound system, scoreboard, wifi capability, viewing¹, second level reconfiguration, accessibility², etc.).

This council has previously invested in the engineering inspection and evaluation of the current facility. Such reports should be made available to contractors.

¹ ... including a viewing area for spectators having a mobility impairment.

² ... Elevator would be necessary to second level.



2018November13OpenSessionFINAL_448

ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 November 2018
RE	:	Public meeting – 2019 Budget presentation

RECOMMENDATION:

Council schedule a special Open Session Council meeting for Monday, November 26, 2018 at 7:00 p.m. for the public presentation of the draft 2019 budget.

BACKGROUND:

The Rothesay Finance Committee has approved a 2019 budget process schedule and has recommended a public meeting for Monday, November 26, 2018 at 7:00 p.m.

