



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, February 11, 2019**  
7:00 p.m.



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**PRESENTATIONS:**

- **Presentation to KV Devils Peewee Hockey Team #GoodDeeds2019**  
Mayor Grant
  
- **Presentation from Royal Canadian Legion Branch #58 to Rothesay**  
President Harold Defazio

**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES**
- |                 |                 |
|-----------------|-----------------|
| Public Hearing  | 14 January 2019 |
| Regular Meeting | 14 January 2019 |
| Special Meeting | 28 January 2019 |

- **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

- 3.1 UNBSJ First Ever Relay for Life**  
23 March 2019

- 3.2 Declaration of Conflict of Interest**

**4. DELEGATIONS**

n/a

**5. CORRESPONDENCE FOR ACTION**

- 5.1 2 February 2019 Email from resident RE: walking track and Wells trails

**Refer to staff**

- 5.2 6 February 2019 Email from resident RE: Deer Management program

**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 31 December 2018 Letter from the New Brunswick Medical Education Foundation RE: 2017/2018 Update

- 6.2 1 January 2019 Letter from the Royal Canadian Legion Kennebecasis Branch #58 RE: Thank You – Veteran's Banner Campaign and Veterans' Park

- 6.3 16 January 2019 Email from the Department of Tourism and Culture RE: National Heritage Week (February 11-18) Proclamation with attachments

- 6.4 21 January 2019 Letter from Minister Jeff Carr RE: LSD Fire Protection Services Agreement

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6.4.1 20 December 2018 Letter from Mayor Grant to Minister Carr RE: LSD Fire Protection Services Agreement

**7. REPORTS****7.0 February 2019****Report from Closed Session**

- 7.1 28 November 2018 Kennebecasis Public Library (KPL) Board Meeting Minutes  
 October 2018 KPL Comparative Income Statement  
 November 2018 KPL Librarian's Report  
 November 2018 KPL Building Maintenance Report
- 7.2 24 October 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes  
 28 November 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes  
 2019 January 19 Revised KRJBPC 2019 budget  
 31 October 2018 KRJBPC Statement of Financial Position  
 30 November 2018 KRJBPC Statement of Financial Position  
 2018 KRJBPC Call Summary
- 7.3 22 January 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.4 23 January 2019 Draft Age-Friendly Committee Meeting Minutes (*see Item 9.1*)
- YMCA draft agreement
  - Draft Final Committee Report
  - Dissolution of Committee
  - Establish Standing Committee
- 7.5 23 January 2019 Draft Works and Utilities Committee Meeting Minutes
- Station Road traffic pattern change (*see Item 9.2*)
- 7.6 24 January 2019 Draft Finance Committee Meeting Minutes
- The Give (SJRH)
  - Over the Edge (KV Oasis)
- 7.7 4 February 2019 Draft Planning Advisory Committee Meeting Minutes
- 28 & 39 School Avenue – deferral of land for public purposes
- 7.8 January 2019 Monthly Building Permit Report
- 7.9 6 February 2019 Capital Projects Summary
- 7.10 2019-2021 Economic Development Greater Saint John Work Plan

**8. UNFINISHED BUSINESS**

n/a

**ROTHESAY**

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**9. NEW BUSINESS**

**9.1 Age Friendly Advisory Committee**

**9.1.1 Rothesay Hive and YMCA agreement**

6 February 2019 Memorandum from Town Manager Jarvie  
DRAFT Agreement

**9.1.2 Final Report/Age Friendly Advisory Committee Dissolution/Standing Committee**

8 February 2019 Memorandum from Town Clerk Banks  
February 2019 Final Report Age Friendly Advisory Committee

**9.2 Rothesay Corner Intersection**

4 February 2019 Information Report prepared by DO McLean  
23 January 2019 Recommendation from Works and Utilities Committee

**9.3 R2018-012: Synthetic Turf Supply and Installation**

11 February 2019 Staff Report prepared by DPR Jensen

**9.4 Local Improvement Levy By-law 4-00**

28 January 2019 Memorandum from Town Clerk Banks  
Warrant of Assessment

**9.5 Water By-law Schedule E**

29 January 2019 Memorandum from Treasurer MacDonald  
DRAFT Amended Schedule E "Fees and Charges, By-law 1-18"

**10. NEXT MEETING**

**Regular meeting** Monday, March 11, 2019  
**Public Hearing (Bridlewood Estates)** **TBD**

**11. ADJOURNMENT**



**BIGGER THAN CANCER**

# UNB SAINT JOHN'S FIRST EVER RELAY FOR LIFE



**THE BRUNSWICKER  
160 CHELSEY DR.  
SAINT JOHN, NB E2K 5L6**

**FOR MORE INFORMATION OR TO SIGN UP:**

**VISIT OUR FACEBOOK PAGE:  
[@unbsjrelay](#)**



**MARCH 23<sup>RD</sup>, 2019**

**OR**

**EMAIL US AT:  
[UNBSJRelayForLife@gmail.com](mailto:UNBSJRelayForLife@gmail.com)**



**6PM TO 12AM**

**AND**

**FOLLOW OUR INSTGRAM PAGE:  
[@unbsjrelayforlife](#)**



**Canadian Cancer Society  
Société canadienne du cancer**

**Mary Jane Banks**

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**From:** Mary Jane Banks  
**Sent:** February 4, 2019 9:19 AM  
**To:** Mary Jane Banks  
**Subject:** FW: New arena project

**From:** rduffley [REDACTED]  
**Sent:** Saturday, February 2, 2019 10:04 PM  
**To:** Nancy Grant  
**Subject:** New arena project

Good evening Dr. Grant, I recently read that council approved the arena project and the walking track was a "maybe" as far as it being included. Rothesay is advertising itself as being an "age friendly" community, and my wife and I being in our 50's now, see the importance of having a walking track especially in the winter season when the sidewalks can be very slippery with the weather we now seem to encounter and seemingly becoming the new normal. I do not have a problem seeing our tax dollars being spent wisely on an arena but let's do it right and include a track for everyone to enjoy.

Recreation should be for all ages and we enjoy being active.

One other item on my mind is why the town cannot provide better updates on the snow conditions of the Wells cross country ski trails, I live [REDACTED] and do not routinely visit the Wells area and cannot find any snow condition updates on the town's website, with the recent rains someone would have to drive over just to see if there is enough snow to ski on, I would think that the works department or recreation are in that area weekly.

Thank you for your time,  
Robert Duffley

Sent from my Galaxy Tab A

**Mary Jane Banks**

---

**From:** Mary Jane Banks  
**Sent:** February 7, 2019 11:00 AM  
**To:** Mary Jane Banks  
**Subject:** FW: Deer Management Program

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

**From:** "Brian Gillis" [REDACTED]  
**Date:** Wed, Feb 6, 2019 at 10:01 PM -0400  
**Subject:** Deer Management Program  
**To:** "[deputymayor.doucet@townofhampton.ca](mailto:deputymayor.doucet@townofhampton.ca)" <[deputymayor.doucet@townofhampton.ca](mailto:deputymayor.doucet@townofhampton.ca)>, "Nancy Grant" <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>, "[gclark@quispamsis.ca](mailto:gclark@quispamsis.ca)" <[gclark@quispamsis.ca](mailto:gclark@quispamsis.ca)>  
**Cc:** "[mayor.chorley@townofhampton.ca](mailto:mayor.chorley@townofhampton.ca)" <[mayor.chorley@townofhampton.ca](mailto:mayor.chorley@townofhampton.ca)>, "[eohara@quispamsis.ca](mailto:eohara@quispamsis.ca)" <[eohara@quispamsis.ca](mailto:eohara@quispamsis.ca)>, "Matthew Alexander" <[MatthewAlexander@rothesay.ca](mailto:MatthewAlexander@rothesay.ca)>

Thank you for spending a few moments following the meeting on Monday discussing what I believe to be the fundamental flaw in our deer management program. I would have dropped the subject after planting my seed were it not for the public statements in following days indicating the deer population has apparently been stabilized. We have no way of validating that claim. Certainly, there were residents seeing deer population growth that spoke at the meeting.

Extrapolating deer population data from the peninsula of St. Andrews to the Kennebecasis Valley is unrealistic. Until we know more accurately how many deer, and more importantly where the deer are, we cannot make any claim of victory. The accurate monitoring must continue after the initial data is collected.

I suggest three possible paths forward.

- 1) Lobby the provincial department to perform an accurate count, probably funded by the towns.
- 2) Enlist the public to participate in the deer count, possibly assisting the provincial department.
- 3) Hire a summer student with biology training and interest to perform the count, possibly utilizing items 1 and 2 above.

Cooperation between the Towns is essential!

Additionally, with the range of urban female deer quoted as one square kilometre it is painfully obvious that if hunters are not operating close to your back yard your deer population will continue to increase until the food source is matched. It was made abundantly clear at Monday's meeting that there is NO VIABLE solution to reducing deer population in this situation. I suggest the towns promote this point strongly to residents.

Clearly, the province feels that nuisance hunting is the only tool appropriate for solving the problem and expects municipalities to promote its use to the fullest.

Regards,

Brian Gillis  
[REDACTED]



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

David Marr, MD, Chair

Thomas Barry, MD

Catherine Becker, MD

Carol Chapman

Jason Downey

Nathalie Godbout, LLB, Q.C.

Allison Kennedy, MD

Ruth Lyons

Robert MacKinnon, BA, MA, PhD

James O'Brien, MD

Ron Outerbridge, CA

Lyne St-Pierre-Ellis

Michael Simon, MD

John Wallace, LLB

Donald Craig, MD, Past Chair

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

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

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

CRA No. 810513523RR0001

December 31, 2018

RECEIVED

JAN 14 2019

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

Dear Mayor Grant and Councillors:

We have enjoyed another successful year rounded out by a stellar scholarship event held at Saint John's Imperial Theater on August 23. This event recognized medical education students - 40 awards were given for a total of \$299,500.00. Since our inception in 2009, we have awarded \$1,880,000.00 in medical education scholarships.

Throughout the year, we have been engaged with many partners in an effort to secure additional scholarship funding.

- In February, we engaged Elevated Marketing Strategies to help us develop/maintain our web site and improve our Facebook presence.
- April, we attended the inaugural Conference of Atlantic Medical Students.
- May, we celebrated with donors recognizing those who contributed to our foundation in 2017/2018. Also in May, we hired an administration assistant, Natalie Boyce to help us grow.
- August as previously mentioned we hosted our Scholarship event.
- September we participated in the Dal Med Charity golf tournament.
- October we hosted a very successful fund and profile raiser "Song Writers Circle." Watch for more information on a planned event for 2019.
- November we met with New Brunswick Medical Society to develop a communications strategy.

As you can see we have been very active in 2017/2018. We look forward to an exciting and challenging 2019 as we continue to grow.

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

Sincerely,

Dr. David R. Marr, Chair  
New Brunswick Medical Education Foundation Inc.  
cc: Mary Jane Banks, Town Clerk  
Douglas MacDonald, Treasurer  
J. Michael Murphy, CEO, NBMEFI





January 1, 2019

Mayor Nancy Grant  
Town of Rothesay  
70 Hampton Rd.  
Rothesay N.B. E2E 5Y2



LETTER OF APPRECIATION

Your Worship

Royal Canadian Legion Kennebecasis Branch # 58 would like to thank-you for the assistance and support that the Town of Rothesay provided to the veterans, Legion and community. This letter is a thank -you to you and your staff for the assistance in the Veteran's Banner Campaign, upgrade and new sign at Veterans' Park and the support provided for the 100<sup>th</sup> Anniversary of the End of World War One, which helped make the ceremony an outstanding success.

We would like to take this opportunity to express our sincere appreciation to Mr. Ryan Kincade for the enthusiastic and professional manner which he exhibited during the above noted ceremony and with the veteran's park sign.

Once again, your co-operation is appreciated, and we hope to call on you again next year.

Yours Truly

Mr. Harold DeFazio  
President  
RCL Kennebecasis Br 58  
(506)847-5146

2019February11OpenSessionFINAL\_025

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Heritage Week Proclamation  
**Date:** January-16-19 2:51:08 PM

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**From:** Mary Jane Banks  
**Sent:** January 16, 2019 2:50 PM  
**To:** 'Fila, Kim (THC/TPC)' <kim.fila@gnb.ca>  
**Subject:** RE: Heritage Week Proclamation

Good afternoon and thank you for your email.

Rothsay Council, by practice, does not normally read proclamations or declare the many and varied days requested by multiple organizations. Your email will be forwarded to Council for the February 11<sup>th</sup> Council agenda and also included in the Council agenda information that is posted to the Town website – this does usually generate media awareness. If you have any additional information, the Town would be happy to share it through our social media channels.

Please feel free to contact me if you have any questions or require any further information.

*MaryJane*

Mary Jane E. Banks, BComm, NACLA II  
Town Clerk - Rothesay  
Director of Administrative Services  
70 Hampton Road  
Rothesay, NB E2E 5L5

[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

p (506)848-6664

f (506)848-6677

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.

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**From:** Fila, Kim (THC/TPC) [<mailto:kim.fila@gnb.ca>]  
**Sent:** January 16, 2019 1:22 PM  
**Subject:** Heritage Week Proclamation

January 16, 2019

Your Worship and Council:

**Subject: Heritage Week 2019**

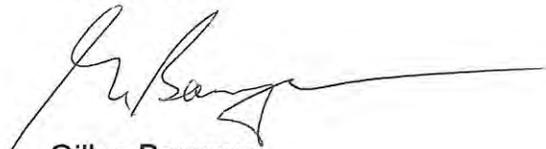
National Heritage Day has been in existence since 1974, and was established by the Heritage Canada Foundation to encourage Canadians to identify, conserve and enhance their natural, cultural and built heritage. In New Brunswick we set aside an entire week for this purpose, and focus upon a different heritage theme each year. Included within the week's celebrations are National Flag of Canada Day (February 15), National Heritage Day (the third Monday in February), and Family Day (the third Monday in February).

In 2019, Heritage Week will take place February 11–18, and the theme will be *Our Living History: Exploring our Cultural Heritage – Notre histoire vivante : Explorons notre patrimoine culturel*. This theme was selected to showcase New Brunswick's cultural heritage as well as promote our cultural diversity by encouraging people to explore their personal history and/or their community's history. This offers them a platform to share their backgrounds. I invite you to reflect upon the individuals in your community who have helped shape our identity, and think about ways of commemorating their legacy during Heritage Week 2019.

The attached proclamation can be adapted for inclusion in the municipal council meeting agenda for the adoption of this proclamation.

Join us in celebrating New Brunswick's heritage from February 11 to 18, 2019!

Sincerely,



Gilles Bourque  
Acting Director  
Heritage Branch

Enclosure



## HERITAGE WEEK PROCLAMATION

**WHEREAS** the second week in February is provincially recognized as the time to celebrate our heritage; and

**WHEREAS** the third Monday in February is National Heritage Day in Canada; and

**WHEREAS** the significant heritage which we have inherited from our ancestors plays a vital role in providing an identity for our (community/municipality); and

**WHEREAS** our human and cultural resources provide us with a legacy to be handed down for the benefit and enjoyment of future generations; and

**WHEREAS** our natural heritage has played a vital role in developing the rich social fabric of our (community/municipality), and will continue to provide a framework for "*Our Living History: Exploring our Cultural Heritage*";

**NOW THEREFORE** I, \_\_\_\_\_, Mayor of \_\_\_\_\_, do hereby proclaim the week of February 11-18, 2019 as **HERITAGE WEEK** in the (city/town/village) and urge all citizens to support and participate in heritage activities occurring throughout the (city/town/village).

**IN WITNESS WHEREOF:** I have set my hand and caused the seal of the Mayoralty of the (city of/town of/village of) to be affixed hereto.



January 21, 2019



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

Dr. Grant:

Thank you for your letter dated December 20, 2018 regarding the Kennebecasis Valley Fire Department's termination of its arrangement with the surrounding Local Service Districts, as well as the offer to continue the service with a different funding formula.

As was communicated to Mr. Miller by the former Minister, the service has been assumed by the Nauwigewauk and Simonds fire departments as of January 1, 2019.

If you would like to discuss the matter further, you can contact Mr. Ryan Donaghy, Assistant Deputy Minister of Local Government, 506-444-4423 and he would be happy to discuss or meet if required.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Carr".

Hon. Jeff Carr  
Minister

- C. Mr. Gary Clark, Mayor, Town of Quispamsis
- Ms. Libby O'Hara, Deputy Mayor, Town of Quispamsis
- Ms. Lisa Loughery, Councillor, Town of Quispamsis
- Mr. Sean Luck, Councillor, Town of Quispamsis
- Mr. Kirk Miller, Councillor, Town of Quispamsis
- Mr. Emil Olsen, Councillor, Town of Quispamsis
- Mr. Pierre Rioux, Councillor, Town of Quispamsis
- Ms. Beth Thompson, Councillor, Town of Quispamsis
- Mr. Ryan Donaghy, Assistant Deputy Minister, Local Government Division
- Mr. Bill Ireland, Fire Chief, Kennebecasis Valley Fire Department Inc.





2019 February 11 Open Session FINAL\_029  
**ROTHESAY**

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

20 December 2018

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

Dear Minister Carr:

On behalf of Rothesay Council congratulations on your appointment as the Minister of Environment and Local Government.

Please be advised Rothesay Council supports the proposal put forth by the Kennebecasis Valley Fire Department Inc. to change the terms of the existing Fire Protection Services Agreement from an assessment based formula to a blended population/dwelling count formula identified in their October 12, 2018 correspondence. A copy of which is enclosed for your reference. As previously mentioned by Mr. Kirk Miller, Chair of the KVFD Board of Fire Commissioners, it is agreed that the revised funding formula represents a fair and equitable level of compensation for the services currently provided plus the increased level of service proposed in the correspondence.

Thank you for your consideration.

Sincerely,

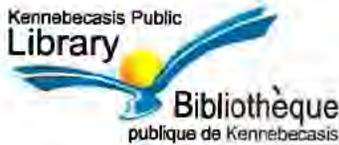
Dr. Nancy Grant  
Mayor

Cc: Chief Ireland, KVFD  
Mayor and Council, Quispamsis

Encl. 12 October 2018

Letter from Mr. Miller to the Hon. Andrew Harvey

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



A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 28, 2018 at 6:00pm at the Library.

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

**Regrets:** N/A

**Absences:** N/A

**Call to Order:** Mr. Winchester called the meeting to order at 6:12pm.

### **Approval of Agenda**

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

Mr. Shea briefly discussed how there is the option to have town councilors on the library board executive. Discussion ensued.

### **Disposition of Minutes**

It was moved by Mrs. Hansen to approve the minutes of the October regular meeting, Ms. Greer seconded, and the motion carried.

### **Communications**

Ms. Corscadden presented the board with a letter from the Town of Quispamsis, approving the 2019 library budget. Discussion ensued.

### **Report of the Librarian**

Ms. Corscadden presented her report for the month of November to the library board. She highlighted the programs currently being offered at the library for infants and babies. These include a program being offered in partnership with the local group KV3C, called "Baby Wonders" on Monday mornings. The library is also running their popular program called "Babies in the Library" on Wednesday afternoons. Both programs have had a very high participation from members of the community this month. Discussion ensued.

Ms. Corscadden then spoke about the silent auction at the library in October for Canadian Libraries month. This was the first silent auction the library has held, and

approximately \$377 was raised. Ms. Corscadden spoke about various ideas to improve the auction for next year, but said overall the event was a success. Discussion ensued.

Ms. Corscadden addressed how she would be including various statistics within her monthly reports moving forward. This month she highlighted the number of visitors the library has had so far this year, compared to numbers from January-October in 2016 and 2017. There has been a significant increase in the number of library visits – so far 2018 has had over 75 000 visits. Discussion ensued.

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

### **Financial Statement**

Mrs. Watling presented the October financial statement to the board, outlining a few year end projections. Discussion ensued. Ms. Corscadden related to the board that she received the C&E invoices for 2018, and explained the various costs and repairs. Ms. Corscadden outlined that Phil Shedd was instrumental in helping to reduce the costs of these invoices as much as possible. Discussion ensued.

### **Facilities Management**

Ms. MacGillivray presented the facilities management report prepared by Mr. Phil Shedd. There have been continued spot repairs and painting throughout the library, and a new hot water circulate pump needed to be installed. Discussion ensued.

### **Marketing Advisory Committee**

Ms. Greer spoke about the various social media posts over the past month, and discussed how the remainder of the 2018 Public Relations budget would be spent. Discussion ensued.

Mrs. Hansen moved to accept all committee reports. Mr. Winchester seconded, and the motion passed.

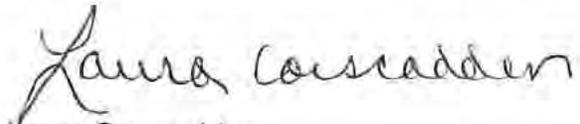
### **New and Unfinished Business**

Mrs. Hansen briefly discussed her experience at the November 8<sup>th</sup> meeting of the New Brunswick Public Libraries Board. Discussion ensued. Mrs. Hansen also discussed how the biannual meeting of the regional library forum committee will be held at the Kennebecasis Public Library in May. Ms. Corscadden agreed, and said that the meeting would be held in the multipurpose room. Discussion ensued.

**Adjournment:** As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 6:55 pm.

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

Respectfully submitted,

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

Laura Corscadden

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2019 February 11 Open Session FINAL_033					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending October 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>	
<b>REVENUE</b>							
Library service - Rothesay		70,804	70,804	0	84,965	(14,161)	
Library service - Quispamsis		110,800	110,800	0	132,960	(22,160)	
Room Rentals, Printer and copies		4,354	3,750	604	4,500	(147)	
Grants		13,649	7,061	6,588	7,061	6,588	
Donations	1,912	0	0			0	
Donation from Friends of KPL	3,041	0	0				
Interest Income (Savings)		4	0	4	0	4	
Miscellaneous Income		150	0	150	0	150	
Previous Year's Surplus		170	170	0	204	(34)	
<b>TOTAL REVENUE</b>	<b>4,953</b>	<b>199,931</b>	<b>192,585</b>	<b>7,345</b>	<b>229,690</b>	<b>(29,759)</b>	
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	291					0	
Books, restricted fund	2,285					0	
Small Equipment and Furniture		3,918	6,888	2,969	8,265	4,347	
<b>Total Capital Expenditures</b>	<b>2,576</b>	<b>3,918</b>	<b>6,888</b>	<b>2,969</b>	<b>8,265</b>	<b>4,347</b>	
<u>Wages</u>							
Total Wages & Casual Labour		26,254	24,705	(1,549)	29,799	3,545	
<u>General &amp; Administration Expenses</u>							
Building Maintenance		47,493	59,622	12,128	71,546	24,053	
Grounds Maintenance		14,481	15,347	866	20,000	5,519	
Office		7,799	7,167	(632)	8,600	801	
Utilities		38,845	44,320	5,475	53,634	14,789	
Accounting, audit and legal		7,792	9,000	1,208	10,660	2,868	
Professional Development		55	1,667	1,612	2,000	1,945	
Insurance		6,160	6,160	0	7,392	1,232	
Public Relations		525	2,500	1,976	3,000	2,476	
Communications		4,695	7,745	3,050	9,294	4,599	
Miscellaneous Expense		940	1,667	727	2,000	1,060	
Program Exp		3,120	2,917	(203)	3,500	380	
<b>Total General &amp; Admin Expenses</b>		<b>131,903</b>	<b>158,110</b>	<b>26,207</b>	<b>191,626</b>	<b>59,723</b>	
<b>TOTAL EXPENSE</b>	<b>2,576</b>	<b>162,075</b>	<b>189,703</b>	<b>27,628</b>	<b>229,690</b>	<b>67,615</b>	
<b>NET INCOME (Deficit)</b>	<b>\$ 2,377</b>	<b>\$ 37,855</b>	<b>2,882</b>	<b>34,973</b>	<b>0</b>	<b>37,855</b>	



## Librarian's Report November 2018

### Staffing and Volunteers

There have been no changes to staff or volunteers at the library this month. We continue to have 33 volunteers working at the library.

### Programs

Programs offered in November included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm (started Sept. 17<sup>th</sup>)
- Board Game Café, Tuesdays at 2pm (until closing)
- English Social, Tuesdays at 10:30am (offered in partnership with the Saint John Newcomers Resource Centre)
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Parlons Français, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteers, Saturdays at 10am (starting Sept. 29<sup>th</sup>)
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, Sept. 20th at 10:45am
- Evil Genius Club, Monday, November 26th at 3:30pm (offered once a month)
- Puppet Show Friday the 30<sup>th</sup> at 10:30am & 3:30pm

Special/one time programs offered in November include:

- Babies in the Library, offered Wednesdays at 2:30pm

- Making Wellness a Priority “Take the Mystery Out of Money” (offered in partnership with the Canadian Mental Health Association) – Monday November 19th at 3:30pm
- “Get Financially Fit for the Holidays” (offered in partnership with Joint Credit Counselling Services of Atlantic Canada) – Thursday, November 22<sup>nd</sup> at 3:30pm
- Family Movie Matinees – Friday, November 9<sup>th</sup> and Friday, November 23<sup>rd</sup> at 2:30pm.
- Santa Claus Parade Open House, Saturday, November 24<sup>th</sup> at 5:00pm

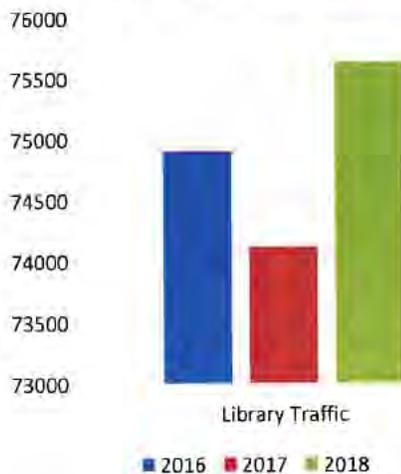
### Collections and Spaces

For the months of November and December, local indigenous artist Lori Blas has jewelry on display in the library.

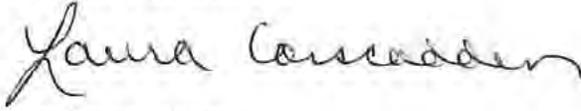
Library staff held a silent auction during October to raise funds for collections at the library - \$377.00 was raised. This auction was held in connection with Canadian Libraries Month.

Traffic has continued to increase at the library; as of the end of October, there has been a huge increase in comparison to 2016 and 2017 (see chart below).

Library Traffic/Visitors from January to October



Respectfully Submitted,

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

Laura Corscadden,

Library Director and Secretary to the Board

Building Maintenance Report November 2018

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

A split heating unit in a study room had the condensate pump go causing water to run down wall causing the paint to lift and wall required to be repaired. The pump was replaced and wall repaired and painted. There were further problems with heat unit that caused the wall to be damaged. This has been repaired and painted.

The hot water circulate pump will be installed next week as there was a delay in getting all the parts to install it. The cost to replace is 1529.00 + HST. This pump unit has been installed.

The main front doors were not opening properly. These were repaired.

Lift station annual maintenance will take place this month. This was completed. The lift station was in excellent condition.

All windows inside and out and glass partitions were cleaned. This will be done every six months now.

Yours

Philip Shedd CET



**Dr. Matt Alexander**  
Chairperson

2019 February 10 Open Session FINAL\_038  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**ADDRESS ALL CORRESPONDENCE TO:**

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

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

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KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, OCTOBER 24, 2018  
AT 3:00 P.M.

REGULAR MEETING

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

ABSENT:                   Richard MacPhee (Rothesay)  
                                Emil Olsen (Quispamsis)

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 4:00 P.M.

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**TO SERVE FAITHFULLY**

APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the October 24, 2018 meeting.

It was moved by Bob McLaughlin and seconded by Peter Bourque that the Agenda for the Regular Meeting of October 24, 2018 be approved.

**MOTION CARRIED**

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on September 26, 2018.

It was moved by Linda Sherbo and seconded by Libby O'Hara that the Minutes of the Regular Meeting of September 26, 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 said we have money in the bank. These will cover payables.

TD Investments - these are not increasing a lot. Our investments are pretty safe. We will wait until the end of the year to decide whether to have someone from TD visit.

The planning for the budget was approved. Chief Gallant is asking for flexibility from the Board. We are planning for two vehicles, and would like to obtain a third one out of our surplus, if the Board is comfortable with that. Richard Arbeau suggested that this item be brought up at a Transportation Committee meeting. The Transportation Committee would then make a recommendation to the Board (the Transportation Committee is meeting this week). This is an expenditure not budgeted and is over the Chief's approval amount. Both Towns want to know about purchasing of any vehicles.

Libby O'Hara asked about the status of carbines and other equipment and asked if they were still in good line/good state. Chief Gallant said that hard body armour is okay. Carbines need to be cycled over a period of time for maintenance. Soft body carriers have not yet been received (will cost approximately \$10,000).

Chief Gallant said we were not budgeted for labour relations - we did not know what this cost would be.

After review and discussion,

It was moved by Libby O'Hara and seconded by Bob McLaughlin that the Secretary-Treasurer's Report be approved as circulated.

MOTION CARRIED

#### CHIEF'S REPORT

Anika Becker spoke to the training that has taken place in October - valuable courses for leadership development. More good courses are coming up in November and December. Libby said that she is pleased with the ongoing training and feels it is also good for morale. She feels this is extremely important.

It was noted that the CPKN (Canadian Police Knowledge Network) offers courses - and several are taking these courses. This is supported by the Canadian Chiefs of Police. There are ongoing development courses and members can use at any time and complete modules as they go along. An annual subscription fee is paid.

Linda asked what the links are for mental readiness. Is everyone on their own? Do they come together? Is there a section for youth? Cpl. Eugene Belliveau looks after this area.

The ISD (Integrated Support Delivery) is a school program. Mary said that the training we are talking about is designed for the police force to identify signs and symptoms and taking care of one another.

Regarding a recent event at Fairvale Elementary School, funds raised through this event went to the Sara Brown Foundation for use with various charities.

Toys will be collected this year to help with needy families.

The Christmas Dinner for the KRPF is still scheduled for December 4th; Chief Gallant is still waiting to hear back from the Union but believes there is no problem with this date. Bob McLaughlin enquired as the reservation was booked under his name.

Trading Cards are advertised on Facebook. This program has been in place for the last three years.

Negotiating Team for the upcoming labour negotiations:

Matt Alexander  
Peter Bourque  
Rick MacPhee  
Jamie LeMesurier  
Chief Gallant

It was noted that we rely on Jamie for the details on the negotiating process.

After review,

It was moved by Bob McLaughlin and seconded by Libby O'Hara that we accept the Chief's Report as submitted.

MOTION CARRIED

The Chief was advised that his reports provide valuable information to the Board.

#### COMMITTEE REPORTS

##### Building and Maintenance

After discussion and review,

It was moved by Linda Sherbo and seconded by Libby O'Hara and we engage Urban Landscaping for snow removal services at a cost of \$7314.

MOTION CARRIED

##### Transportation

The Transportation Committee will be meeting this Friday.

##### CAPG Membership

It was noted that at our last meeting, the Board approved renewal of membership in the CAPG (Canadian Association of Police Governance) at a cost of \$600. The meeting was advised that this renewal fee is incorrect and the actual renewal cost is \$743.

It was moved by Libby O'Hara and seconded by Peter Bourque that we amend the membership fee for renewal in the CAPG to \$743.00 and so approve.

MOTION CARRIED

#### NEW BUSINESS

Linda Sherbo asked if we would consider keeping flyers relating to senior assessment/levels of care in the police vehicles should there be an occasion where one of these flyers could be presented during the police force work.

#### ADJOURNMENT

There being no further business to discuss,

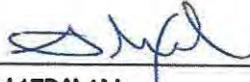
It was moved by Peter Bourque and seconded by Linda Sherbo that the meeting adjourn.

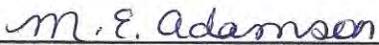
MOTION CARRIED

REGULAR MEETING  
OCTOBER 24, 2018  
Page | 5

The meeting adjourned at 4:25 PM.

Respectfully submitted,

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY



2019 February 10 Open Session FINAL 048  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**ADDRESS ALL CORRESPONDENCE TO:**

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

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

**Dr. Matt Alexander  
Chairperson**

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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMISIS, NEW BRUNSWICK  
ON WEDNESDAY, NOVEMBER 28, 2018  
AT 3:00 P.M.**

**REGULAR MEETING MINUTES**

<b>Present:</b>	<b>Matt Alexander</b>	<b>Chair – Rothesay</b>
	<b>Bob McLaughlin</b>	<b>Vice Chair – Quispamsis</b>
	<b>Cherie Madill</b>	<b>Secretary Treasurer of the Board</b>
	<b>Libby O'Hara</b>	<b>Quispamsis</b>
	<b>Richard MacPhee</b>	<b>Rothesay</b>
	<b>Chief Wayne Gallant</b>	<b>KRPF</b>
	<b>Insp. Anika Becker</b>	<b>KRPF</b>
	<b>Deputy Chief Jeff</b>	<b>KRPF</b>
	<b>Giggey</b>	
	<b>Insp. Mary Henderson</b>	<b>KRPF</b>
	<b>Linda Sherbo</b>	<b>Provincial Representative</b>
	<b>Richard Arbeau</b>	<b>Quispamsis</b>
	<b>Emil Olsen</b>	<b>Quispamsis</b>
	<b>Peter Bourque</b>	<b>Rothesay</b>
	<b>Tanya Cyr</b>	<b>KRPF – Admin (for Maureen Adamson)</b>
<b>Absent:</b>	<b>Tiffany Mackay French</b>	<b>Rothesay</b>

The Chairman brought the Regular Meeting to order and requested an approval of the agenda for November 28, 2018. Moved by Libby O'Hara and seconded by Linda Sherbo. Motion Carried.

There were no Minutes to approve.

### **Declaration of Conflict of Interest**

The Chairman called for any conflicts of interest. Building (Bob McLaughlin) and Insurance (Richard Arbeau) were put forth as conflicts.

### **Secretary/Treasurer's Report**

Cherie Madill provided her report which included the Statement of Financial Position, Schedule of Tangible Capital Assets, Statement of Operations and Notes to the Financial Statements.

### **Statement of Financial Position**

She stated there was a surplus which needs to be spent before year end. It equated to approximately \$76,000 provided the Towns were going to cover the labour relations costs which were in excess of \$110,000 – we are still working with the Towns on this issue. If not, then we would be in a deficit position.

Chief Gallant stated he met with Susan Deuville who advised the Town of Quispamsis has put aside funds for this but they will need to be billed by December 31st for the expense, otherwise it will get carried over into next year.

The Chairman stated the funds are coming from the reserve fund. Libby O'Hara stated that the money was ear marked for this expense. A discussion ensued re: reserves do not come out of the budget. Peter Bourque stated he believes that we can claim this through our insurance company and reimburse the Towns for the expense. The Chairman stated this will be looked into.

### **Spending**

Chief Gallant advised we are rolling out our new radios very shortly, however, we need to purchase 5 more radios which is in excess of \$20,000 and it will need Board approval. Our CEW's (tazers) can't be serviced any longer and we are looking at replacing them. We have contracted HR services for December since there was a surplus. There are a few quick renovations needed (hand dryers, painting, etc.). The air conditioning unit in the computer room needs replacing. We have already lost a piece of computer backup equipment due to overheating. A discussion ensued concerning this issue highlighting this is a large expense and one of the reasons why

we need a reserve or a commitment from the Board to cover these types of expenses. Chief Gallant has done a high level review of the unsolved homicides that are with KRPF. We will be engaging an expert in doing a more detailed assessment in the near future. We may need additional funding in the future to appropriately follow-up on these investigations. A discussion ensued concerning funding from the Towns and past approval issues, the concept of having the two Towns provide financial support if needed, whether the Town representatives would need to bring this back to Council, would the Towns provide the money when asked, deficit issues, etc. The Chairman stated it is too soon to discuss these matters. The Chief stated we are in the preliminary stages and he cautioned about this information being released to the public. He stated the work needed to be done first and that he expects to have a clearer picture by May or June of 2019 and what opportunities exist, if any. It should be not going to Council for public discussion at this time.

### **Overtime Costs**

Richard Arbeau queried overtime costs stating they are going up and wanted to know if anything can be done about that and would additional hires help. He also queried whether civilian members could do the court work in order to save on overtime costs. Is it required that an officer be in court, can a civilian do these duties. Chief Gallant stated current legislation prevents civilian members from swearing an information in court - it has to be an officer and he explained the legislation. He stated he has raised this issue with the Province. He also stated that the judges have been less tolerant with trying to schedule around overtime. Chief Gallant hopes that through our pilot project (raising the minimums) we will be able to identify some cost savings in overtime. We will evaluate sick time, overtime, how it impacts productivity of officers, etc. and be able to come back to the Board with a summary of the outcome. Richard Arbeau queried where we were with the billing to Fredericton Police Force and if the bill has been submitted. The Chairman confirmed that it had been submitted.

The Chairman asked if there were any further questions for the financials. Motion to accept the Secretary/Treasurer's Report as presented. Motion moved by Bob McLaughlin and seconded by Libby O'Hara. Motion Carried.

### **Chief's Report**

Chief Gallant stated he wished to let his report stand as presented. He handed out a pamphlet of the radar the force had purchased (Jamar Radar) and discussed its capability, the fact that it is very covert, attaches to a pole and it is less than \$5,000. He stated it will generate a report on activity in the area.

Chief Gallant advised they had to proceed with filling the Forensic Identification position even though funding was not received, no disrespect. The agreement has already been signed off with SJPF. There is no real option to having a full-time Forensic

Identification capacity. The Chairman stated it was a failure on all of our parts to properly describe the need for the extra resource. The Chief stated that the resource will be taken from the plainclothes unit which will leave them 1 officer short. The Chief further advised that we have engaged an HR professional on contract until we hire someone permanently and that we are realigning our civilian roles and responsibilities now that we have an extra half-time position.

Chief Gallant advised that they are 75% complete with the Interview Initiatives and that some outstanding matters have been transferred to the HR position and some to Strategic Planning. He advised he will be sending out a report tomorrow with respect to this update and then this will be tracked as part of the strategic plan annual dashboard.

Chief Gallant advised we do not have a solution for replacement of the DARE vehicle. He stated that Danny Dobson has been graciously letting us continue to use the current vehicle. We are currently exploring options for engaging a corporate sponsor or sponsors to pay for the lease of a new vehicle and it will display their branding. The vehicle can be rebranded from DARE to Community Policing with corporate sponsorship highly visible. The Chief advised the cost of the lease would be approximately \$400 per month. Richard Arbeau asked that he be sent a proposal with a 1 or 2 year options. Insp. Becker and Cpl. Belliveau to provide same including a profile of what is involved to Richard Arbeau.

Motion to accept the Chief's Report as presented. Moved by Richard Arbeau and seconded by Peter Bourque. Motion Carried.

### **Committee Reports**

*Building/Grounds* – Chief Gallant stated that he has already mentioned the improvements but that they should meet soon regarding the extension (external garage or build onto the existing building). He also advised that the management team conducted a storage room clean up which realized some additional much needed storage space, however, we still need to purchase one more shelving unit.

*Policy Committee* - Libby O'Hara stated that they haven't met and need to get the committee up and running. Linda Sherbo stated that she is looking to do 4 or 5 policies and then send them off to the Chairman.

*Finance Committee* – The Chairman advised the Financial Committee met before this meeting. Bob McLaughlin put forth a motion to tell the investors to put \$50,000 into a GIC which would earn 2.6% or 2.7% interest and would be locked in for 1 year. Seconded by Libby O'Hara. Motion Carried.

Transportation Committee - Peter Bourque presented the tender for the 2016 police car highlighting its options. He stated it was tendered at \$39,365 and stated that we can bill it in the new year. A discussion ensued concerning the deal. It was presented that we will save between \$7,000 and \$8,000. Chief Gallant to check with Sgt. Scott to confirm we have the vehicle. Cherie Madill advised that the vehicle must be invoiced in the year that we took possession. Motion to accept the tender of \$39,365 for a 2016 Dodge Police Vehicle set forth by Peter Bourque. Motion was moved by Richard Arbeau and seconded by Bob McLaughlin. Motion Carried.

Emil Olsen leaves the meeting.

Peter Bourque advised we will be reviewing fuel tenders after the meeting. Chief Gallant advised the Town of Quispamsis has provided the best price. He stated we will try them for a few months and see how it works out. We will continue to retain another provider for a few months in case the Town of Quispamsis is not able to supply fuel as required. This switch equates to an approximate yearly savings of \$7,000. We will also need another provider for out of town purchases.

#### **New Business**

Chairman advised that we forgot to do the auditor's motion. He advised that their price is \$7,000 plus HST. There has not be an increase for the past 7 years.

Bob McLaughlin put forth a motion to approve the auditor's motions. Seconded by Libby O'Hara. Motion Carried. Bob McLaughlin stated that we should put it out to tender next time.

The Chairman advised that they received a card and gift from Judge McCarrol and read the contents to the board. He further advised that the KRPF Christmas Dinner is scheduled for December 4th at the Riverside Golf and Country Club.

Motion to adjourn the meeting put forth by Bob McLaughlin. Seconded by Linda Sherbo. Motion Carried.

Meeting concluded.

Respectfully submitted,

  
CHAIRMAN

  
SECRETARY

**Mary Jane Banks**

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**From:** Doug MacDonald  
**Sent:** January 17, 2019 8:11 AM  
**To:** Ellen Steeves; Mary Jane Banks  
**Subject:** FW: final 2019 Police budget  
**Attachments:** CC Budg 2019 Towns 6Dec2018.xlsx

FYI

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**From:** Cherie Madill [REDACTED]  
**Sent:** January-16-19 5:13 PM  
**To:** Krista Brandon; Doug MacDonald  
**Subject:** final 2019 Police budget

Hi,

I have updated the Police's 2019 budget with the changes made since our Board approved it, for your records.

Regards,  
Cherie

Cherie Madill BScDA BBA CPA CGA  
Accountant/Business Consultant  
Telephone: (506)847-5044  
Fax: (506)847-4955

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**CASH FLOW BUDGET 2019**

Board approved 26Sept2018  
 + 043 person + est Worksafe NB incr per Towns

2019 February 11 Open Session FINAL

	BUDGETS			Projected 2018	ACTUALS	
	2019	2018	2017		2017	2016
<b>CRIME CONTROL:</b>	\$					
Salaries	3,438,316	3,352,793	3,283,941	3,190,268	3,238,270	3,363,568
Benefits	717,302	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>4,535,837</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>
	3.509%	2.053%	2.578%			
<b>VEHICLES:</b>						
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%			
<b>PROPERTY:</b>						
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%			
<b>ADMINISTRATION:</b>						
Salaries	741,091	632,850	617,699	761,704	717,312	652,553
Benefits	180,829	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>1,048,008</u>	<u>845,887</u>	<u>812,854</u>	<u>1,031,760</u>	<u>957,949</u>	<u>873,137</u>
	23.895%	4.064%	1.836%			
<b>REVENUE:</b>						
- 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%			
<b>SECONDMENTS</b>						
Revenue	-217,000	-211,500	-294,000	-200,242		
Temporary Terms	151,403	145,235	206,872	138,511		
	<u>-65,597</u>	<u>-66,265</u>	<u>-87,128</u>	<u>-61,731</u>		
	-1.008%	-23.945%	15.182%			
<b>SICK PAY/RETIREMENT ACCRUAL:</b>						
Sick pay/ Retirement	64,539	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>83,539</u>	<u>80,547</u>	<u>79,250</u>	<u>78,219</u>	<u>65,556</u>	<u>63,312</u>
<b>TOTAL BUDGET</b>	<u>\$6,156,193</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	-114,007	-114,007	-114,007	-114,007	-114,007	-112,687
<b>TOTAL CONTRIBUTION BY TOWNS</b>	<b>\$6,038,716</b>	<b>\$5,714,529</b>	<b>\$5,589,523</b>	\$5,919,066	\$5,472,044	\$5,396,010
	5.673%	2.236%	2.173%	5,719,437	5,589,521	5,470,642 towns
				-199,629	\$117,477	\$74,632 surplus
				surplus (deficit)		

Notes:  
 CC Equipment - evergreen computers & technical equipment

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
 POLICE BUDGET 2019**

COST ALLOCATION:	----- 2018 -----		2016		AVERAGE	\$ SHARE	/12
	KILO-METRAGE		CENSUS				
ROTHESAY	148.534	41.397%	11,659	38.988%	40.193%	2,427,120	202,260
QUISPAMSIS	210.268	58.603%	18,245	61.012%	59.807%	3,611,596	300,966
	358.802	100.000%	29,904	100.000%	100.000%	6,038,716	503,226

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS Board approved 26Sept2018  
 2019 February 11 Open Session FINAL\_051  
 CASH FLOW BUDGET 2019

	2019	2018	Difference	Diff. %	
<b>CRIME CONTROL:</b>					
Salaries	\$3,438,316	3,352,793	85,523	2.55%	Union agreement being renegotiated
Benefits	717,302	670,559	46,743	6.97%	Percentage of salaries plus estimated Worksafe
Training	50,000	40,500	9,500	23.46%	Increase due to marijuana legislation
Equipment	20,000	20,000	0	0.00%	
Equip repairs & IT support	4,000	4,000	0	0.00%	
Communications	82,200	82,200	0	0.00%	networking charges for new radios
Office function	16,000	16,000	0	0.00%	
Leasing	16,200	14,200	2,000	14.08%	Actual costs higher
Policing-general	32,500	32,500	0	0.00%	
Insurance	14,977	13,746	1,231	8.96%	Actual (includes new liability)+ 3%
Uniforms	36,000	36,000	0	0.00%	Actual costs higher
Community policing/p.r.	7,000	7,000	0	0.00%	
Detention	28,700	26,100	2,600	9.96%	Detention costs per City of SJ
Investigations	32,000	29,000	3,000	10.34%	Actual costs higher
Auxillary	2,500	1,500	1,000	66.67%	4 new aux members in 2019
Taxi & Traffic Bylaw	1,200	1,200	0	0.00%	
Public Safety/PIMITS	36,942	34,762	2,180	6.27%	Estimated by PNB
	<u>4,535,837</u>	<u>4,382,060</u>	<u>153,777</u>	<u>3.51%</u>	
	3.509%	2.578%			
<b>VEHICLES:</b>					
Fuel	108,000	105,000	3,000	2.86%	Actual costs higher
Maint./repairs	85,000	85,000	0	0.00%	
Insurance	24,376	23,492	884	3.76%	Actual costs + 3% increase
New vehicles	78,000	76,000	2,000	2.63%	Actual costs higher
Traffic equipment	6,000	6,000	0	0.00%	
	<u>301,376</u>	<u>295,492</u>	<u>5,884</u>	<u>1.99%</u>	
	1.991%	-16.598%			
<b>PROPERTY:</b>					
Maintenance	52,500	37,500	15,000	40.00%	painting & maintenance
Cleaning	24,500	24,500	0	0.00%	
Heat and power	47,000	47,000	0	0.00%	
Taxes	47,157	46,232	925	2.00%	2018 provincial portion + 2%
Insurance	6,047	5,818	229	3.94%	Actual costs + 3% increase
Grounds	11,000	11,000	0	0.00%	
Debenture - int	25,826	26,890	-1,064	-3.96%	per debenture schedules
- princ.	134,000	131,000	3,000	2.29%	per debenture schedules
	<u>348,030</u>	<u>329,940</u>	<u>18,090</u>	<u>5.48%</u>	
	5.483%	3.337%			
<b>ADMINISTRATION:</b>					
Salaries	741,091	632,850	108,241	17.10%	plus HR & 1/2 admin support
Benefits	180,829	127,745	53,084	41.55%	Percentage of salaries plus estimated Worksafe
Commissionaires	44,800	0	44,800		Reception (1/2 taken from salaries & benefits)
Professional Fees	47,000	41,000	6,000	14.63%	Actuarial study for retirement payouts
Travel/Training	18,000	13,000	5,000	38.46%	New mgmt team training
Insurance	1,288	1,292	-5	-0.35%	Actual costs + 3% increase
Labour Relations	10,000	10,000	0	0.00%	
Board expenses	5,000	20,000	-15,000	-75.00%	Board Secretary in admin wages
	<u>1,048,008</u>	<u>845,887</u>	<u>202,120</u>	<u>23.89%</u>	
	23.895%	1.836%			
<b>REVENUE:</b>					
- interest	-24,000	-24,000	0	0.00%	Includes dividends & interest on sick pay/retirement fund
- taxi & traffic bylaw	-5,000	-5,000	0	0.00%	
- other	-66,000	-60,000	-6,000	10.00%	Firearms office rent
	<u>-95,000</u>	<u>-89,000</u>	<u>-6,000</u>	<u>6.74%</u>	
	6.742%	17.105%			
<b>SECONDMENTS</b>					
Revenue	-217,000	-211,500	-5,500	2.60%	two secondments
Temporary Terms	151,403	145,235	6,168	4.25%	temporary term constables filling in for officers on secondments
	<u>-65,597</u>	<u>-66,265</u>	<u>668</u>	<u>-1.01%</u>	

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS Board approved 26Sept2018  
 2019 February 11 Open Session FINAL\_052  
 CASH FLOW BUDGET 2019

	2019	2018	Difference	Diff. %	
	<u>-1.008%</u>	<u>15.182%</u>			
<b>SICK PAY ACCRUAL:</b>					
Sick pay/Retirement	64,539	61,547	2,992	4.86%	based on 2016 Actuarial study
Interest & dividends	<u>19,000</u>	<u>19,000</u>	<u>0</u>	<u>0.00%</u>	
	<u>83,539</u>	<u>80,547</u>	<u>2,992</u>		
	<u>\$6,156,193</u>	<u>\$5,778,661</u>	<u>377,532</u>		
One time costs for legal fees	0	10,500	-10,500	-100.00%	
2nd prior yr (surplus) deficit	<u>-117,477</u>	<u>-74,632</u>			
<b>TOTAL CONTRIBUTION BY TOWNS</b>	<u><b>6,038,716</b></u>	<u><b>5,714,529</b></u>			
	5.673%	2.236%			
<b>% OF TOTAL BUDGET</b>			<u>2019</u>	<u>2018</u>	
Salaries & benefits (less secondment \$s)			81.41%	81.64%	
Property			5.65%	5.71%	
Vehicles			4.90%	5.11%	
			<u>91.96%</u>	<u>92.46%</u>	

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

	<u>2018</u>	<u>2017</u>
<b>-----Financial assets-----</b>		
Cash - General	206,491	606,955
Sick Pay/ Retirement Investments	844,753	805,369
Accounts Receivable	53,666	15,060
Sales tax recoverable	39,548	21,647
	<u>1,144,459</u>	<u>1,449,031</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	508,118	332,633
Vested sick leave/retirement accrual	740,084	772,796
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,896,200</u>	<u>3,077,828</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,751,741)</u>	<u>(1,628,797)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,842,882	3,776,370
Accumulated amortization	(1,597,202)	(1,426,406)
	<u>2,245,680</u>	<u>2,349,964</u>
Unamortized Debenture costs	7,966	9,139
Prepaid expenses	229,372	135,617
	<u>2,483,018</u>	<u>2,494,720</u>
<b>ACCUMULATED SURPLUS</b>	<u>731,276</u>	<u>865,924</u>
Assets	3,627,477	3,943,751
Liabilities	3,627,477	3,943,751

2019 February 11 Open Session FINAL 054  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**October 31, 2018**

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

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**TEN MONTHS ENDING OCTOBER 31, 2018**

	----- TEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	60,222	20%	\$47,280	\$50,000	\$60,000
Taxi & Traffic Bylaw	4,176	0%	4,504	4,167	5,000
Interest income	8,219	97%	4,996	4,167	5,000
Retirement investment income	15,191	-4%	16,382	15,833	19,000
Secondments	164,983	-6%	182,973	176,250	211,500
	<u>252,791</u>	1%	<u>256,135</u>	<u>250,417</u>	<u>300,500</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	2,737,805	-3%	\$2,684,011	2,819,616	\$3,383,539
Benefits	511,956	-9%	502,251	563,923	676,708
Training	40,590	20%	22,390	33,750	40,500
Equipment	19,834	19%	9,931	16,667	20,000
Equip repairs & IT support	3,610	8%	2,015	3,333	4,000
Communications	49,736	-27%	45,167	68,500	82,200
Office function	11,894	-11%	10,726	13,333	16,000
Leasing	12,656	7%	12,000	11,833	14,200
Policing-general	48,093	78%	22,515	27,083	32,500
Insurance	12,115	6%	11,463	11,455	13,746
Uniforms	48,249	61%	42,804	30,000	36,000
Prevention/p.r.	5,734	-2%	7,689	5,833	7,000
Investigations	29,220	21%	32,249	24,167	29,000
Detention	21,729	0%	21,750	21,750	26,100
Taxi & Traffic Bylaw	520	-48%	709	1,000	1,200
Auxillary	1,071	-14%	0	1,250	1,500
Public Safety	26,525	-8%	27,589	28,968	34,762
	<u>3,581,336</u>	-3%	<u>3,455,259</u>	<u>3,682,463</u>	<u>4,418,955</u>
<b>VEHICLES</b>					
Fuel	86,407	-1%	74,920	87,500	105,000
Maint./repairs	42,593	-40%	53,524	70,833	85,000
Insurance	19,721	1%	19,289	19,577	23,492
New vehicles	71,426	13%	35,426	63,333	76,000
Equipment	4,011	-20%	2,366	5,000	6,000
	<u>224,159</u>	-9%	<u>185,525</u>	<u>246,243</u>	<u>295,492</u>

## STATEMENT OF OPERATIONS

TEN MONTHS ENDING OCTOBER 31, 2018

2019 February 1 Open Session FINAL\_056

EXPENDITURE continued:	-----TEN MONTHS-----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>BUILDING</b>					
Maintenance	35,363	13%	26,329	31,250	37,500
Cleaning	21,519	5%	19,389	20,417	24,500
Electricity	32,193	-18%	30,066	39,167	47,000
Taxes	38,527	0%	38,527	38,527	46,232
Insurance	4,895	1%	4,708	4,848	5,818
Grounds	21,931	139%	6,503	9,167	11,000
Interest on Debenture	23,459	5%	25,039	22,408	26,890
Debenture Principal	109,167	0%	108,333	109,167	131,000
	<u>287,052</u>	4%	<u>258,894</u>	<u>274,950</u>	<u>329,940</u>
<b>ADMINISTRATION</b>					
Salaries	622,923	3%	547,781	604,539	725,447
Benefits	133,336	9%	117,859	122,752	147,302
Commissionaires	14,850	-18%		18,072	21,686
Professional Fees	44,050	29%	32,247	34,167	41,000
Travel/Training	21,302	97%	2,773	10,833	13,000
Board Travel/Expenses	2,434	-42%	3,403	4,167	5,000
Insurance	1,044	-3%	1,045	1,077	1,292
Labour Relations	195,916	2251%	42,003	8,333	10,000
Sick Pay/Retirement	51,280	0%	50,208	51,289	61,547
Retirement int & dividends	15,191	-4%	14,591	15,833	19,000
2nd prior year (surplus) deficit	(62,193)		(95,006)	(62,193)	(74,632)
	<u>1,040,132</u>	29%	<u>716,904</u>	<u>808,868</u>	<u>970,642</u>
	4,879,889	2%	4,360,447	4,762,108	5,714,529
<b>CONTRIBUTED BY MEMBERS</b>	4,767,020		4,657,936	4,762,108	5,714,529
<b>SURPLUS (DEFICIT)</b>	<u>(112,869)</u>		<u>\$297,489</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>					
City of SJ telecomm services	295,874	0%	280,923	295,874	355,049
Data Networking charges	8,364		8,207	8,561	10,273
Retirees health insurance	(631)		(1,146)	1,250	1,500
2nd prior year (surplus) deficit	(2,534)	0%	81	(2,534)	(3,041)
	<u>301,073</u>		<u>288,065</u>	<u>303,151</u>	<u>363,781</u>
<b>CONTRIBUTED BY MEMBERS</b>	303,150		290,815	303,151	363,781
<b>SURPLUS (DEFICIT)</b>	<u>2,077</u>		<u>\$2,750</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	(110,792)		\$300,239		
Surplus (less labour relations over budgeted)	76,791				

2019 February 11 Open Session FINAL 057

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		206,491	at October 31
ACCOUNTS PAYABLE balance	508,118		
Debenture costs to be paid in December	(118,159)		
	-----		
Current Accounts Payable		389,959	Paid in November
		-----	
Extra (Shortfall) in bank account		(183,467)	
<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: \$113,599 2017: \$105,000  
 Retirees health insurance 2018: \$-2,689 2017: \$-1,308

<b>Overtime costs at Oct 20, 2018</b>	<b>48,101</b>
OT	26,597
Call out OT	12,050
Court OT	9,454
<b>Overtime costs at Oct 21, 2017</b>	<b>21,489</b>
OT	13,610
Call out OT	2,046
Court OT	5,833
<b>Change over prior year</b>	
OT	8,079
OT due to flooding	4,908
Call out OT	10,004
Court OT	3,622
	<u>26,612</u>

Not included in the overtime costs above are the costs for helping Fredericton in August for \$32,569 (we are hoping to be reimbursed for these costs)

*Administration:*

- \* Benefits Health Insurance 2018: \$40,227 2017: \$32,999  
 Retirees health plan 2018: \$6,125 2017: \$3,628

*Telecom:*

- \* Retirees health insurance 2018: \$-631 2017: \$-1,146  
 Only one retiree

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

	<u>2018</u>	<u>2017</u>
<b>-----Financial assets-----</b>		
Cash - General	140,653	725,040
Sick Pay/ Retirement Investments	845,709	807,566
Accounts Receivable	40,473	32,189
Sales tax recoverable	47,437	26,802
	<u>1,074,271</u>	<u>1,591,597</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	305,023	401,393
Vested sick leave/retirement accrual	746,168	780,013
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,699,189</u>	<u>3,153,805</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,624,918)</u>	<u>(1,562,208)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,842,882	3,776,370
Accumulated amortization	(1,597,202)	(1,426,406)
	<u>2,245,680</u>	<u>2,349,964</u>
Unamortized Debenture costs	7,869	9,041
Prepaid expenses	66,920	79,779
	<u>2,320,469</u>	<u>2,438,784</u>
<b>ACCUMULATED SURPLUS</b>	<u>695,550</u>	<u>876,577</u>
Assets	3,394,740	4,030,381
Liabilities	3,394,740	4,030,381

2019 February 11 Open Session FINAL 059  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**November 30, 2018**

	<u>2018</u>			<u>2017</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b><i>Millennium Drive</i></b>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	<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>
<b><i>Furnishings</i></b>	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>
<b><i>Machinery &amp; equipment</i></b>	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>
<b><i>Information technology equipment</i></b>	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>
<b><i>Vehicles</i></b>	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>
<b>Total Tangible Capital assets</b>	3,842,882	0	0	3,776,370
<b>Total Accumulated amortization</b>	(1,597,202)	0	0	(1,426,406)
<b>Net Book Value</b>	<u>2,245,680</u>	0	0	<u>2,349,963</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**ELEVEN MONTHS ENDING NOVEMBER 30, 2018**

	-----ELEVEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	63,082	15%	\$51,410	\$55,000	\$60,000
Taxi & Traffic Bylaw	4,284	-7%	4,504	4,583	5,000
Interest income	9,144	100%	5,953	4,583	5,000
Retirement investment income	16,147	-7%	18,579	17,417	19,000
Secondments	182,613	-6%	200,102	193,875	211,500
	<u>275,270</u>	0%	<u>280,548</u>	<u>275,458</u>	<u>300,500</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	3,031,755	-2%	\$2,976,780	3,101,578	\$3,383,539
Benefits	568,824	-8%	539,818	620,316	676,708
Training	49,918	34%	29,551	37,125	40,500
Equipment	26,207	43%	9,931	18,333	20,000
Equip repairs & IT support	4,272	17%	3,779	3,667	4,000
Communications	55,382	-27%	49,190	75,350	82,200
Office function	13,716	-6%	12,587	14,667	16,000
Leasing	13,604	5%	13,008	13,017	14,200
Policing-general	51,996	75%	29,687	29,792	32,500
Insurance	13,326	6%	12,403	12,601	13,746
Uniforms	57,888	75%	48,746	33,000	36,000
Prevention/p.r.	6,663	4%	8,536	6,417	7,000
Investigations	31,369	18%	37,441	26,583	29,000
Detention	23,904	0%	23,925	23,925	26,100
Taxi & Traffic Bylaw	520	-53%	1,114	1,100	1,200
Auxillary	1,253	-9%	209	1,375	1,500
Public Safety	28,811	-10%	30,348	31,865	34,762
	<u>3,979,408</u>	-2%	<u>3,827,053</u>	<u>4,050,709</u>	<u>4,418,955</u>
<b>VEHICLES</b>					
Fuel	93,082	-3%	83,239	96,250	105,000
Maint./repairs	51,573	-34%	56,392	77,917	85,000
Insurance	21,693	1%	21,050	21,534	23,492
New vehicles	72,220	4%	36,114	69,667	76,000
Equipment	4,011	-27%	2,793	5,500	6,000
	<u>242,579</u>	-10%	<u>199,588</u>	<u>270,868</u>	<u>295,492</u>

## STATEMENT OF OPERATIONS

## ELEVEN MONTHS ENDING NOVEMBER 30, 2018

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|-----ELEVEN MONTHS-----|

--ACTUAL--

PRIOR YR

-----BUDGET-----

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

Maintenance	38,125	11%	26,886	34,375	37,500
Cleaning	23,914	6%	21,209	22,458	24,500
Electricity	36,240	-16%	33,258	43,083	47,000
Taxes	42,379	0%	42,379	42,379	46,232
Insurance	5,385	1%	5,178	5,333	5,818
Grounds	21,963	118%	6,503	10,083	11,000
Interest on Debenture	25,804	5%	27,542	24,649	26,890
Debenture Principal	120,083	0%	119,167	120,083	131,000
	<u>313,893</u>	4%	<u>282,122</u>	<u>302,445</u>	<u>329,940</u>

**ADMINISTRATION**

Salaries	683,257	3%	596,040	664,993	725,447
Benefits	145,303	8%	127,736	135,027	147,302
Commissionaires	16,624	-16%		19,879	21,686
Professional Fees	46,477	24%	34,539	37,583	41,000
Travel/Training	22,253	87%	4,746	11,917	13,000
Board Travel/Expenses	3,340	-27%	4,038	4,583	5,000
Insurance	1,149	-3%	1,150	1,184	1,292
Labour Relations	202,431	2108%	42,479	9,167	10,000
Sick Pay/Retirement	56,408	0%	55,229	56,418	61,547
Retirement int & dividends	16,147	-7%	16,787	17,417	19,000
2nd prior year (surplus) deficit	(68,413)		(104,506)	(68,413)	(74,632)
	<u>1,124,976</u>	26%	<u>778,238</u>	<u>889,755</u>	<u>970,642</u>
	5,385,586	3%	4,806,453	5,238,318	5,714,529

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

	<u>5,243,232</u>		<u>5,123,730</u>	<u>5,238,318</u>	<u>5,714,529</u>
	<u>(142,354)</u>		<u>\$317,277</u>	<u>\$0</u>	<u>\$0</u>

**TELECOM FUND**

City of SJ telecomm services	325,462	0%	309,016	325,462	355,049
Data Networking charges	9,215		9,034	9,417	10,273
Retirees health insurance	(734)		(1,349)	1,375	1,500
2nd prior year (surplus) deficit	(2,788)	0%	89	(2,788)	(3,041)
	<u>331,156</u>		<u>316,790</u>	<u>333,466</u>	<u>363,781</u>

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

	<u>333,465</u>		<u>319,896</u>	<u>333,466</u>	<u>363,781</u>
	<u>2,309</u>		<u>\$3,106</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)**

(140,045)

\$320,383

Surplus (less labour relations over budgeted)

51,790

**STATEMENT OF FINANCIAL POSITION**

BANK balance	140,653	at November 30
ACCOUNTS PAYABLE balance	305,023	
Debenture costs to be paid in December	(131,324)	
	-----	
Current Accounts Payable	173,699	Paid in December
	-----	
Extra (Shortfall) in bank account	(33,047)	
 <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: \$127,283    2017: \$115,021  
                   Retirees health insurance    2018: \$-2,445    2017: \$-1,370

<b>Overtime costs at Dec 1, 2018</b>	<b>56,589</b>
OT	29,842
Call out OT	14,988
Court OT	11,759
 <b>Overtime costs at Dec 2, 2017</b>	 <b>32,014</b>
OT	22,048
Call out OT	3,134
Court OT	6,832
 <b>Change over prior year</b>	 
OT	2,886
OT due to flooding	4,908
Call out OT	11,854
Court OT	4,927
	<b>24,575</b>

Not included in the overtime costs above are the costs for helping Fredericton in August for \$33,420 (paid & deposited on Dec 27, 2018)

*Administration:*

- \* Benefits    Health Insurance    2018: \$41,843    2017: \$37,261  
                   Retirees health plan    2018: \$6,771    2017: \$3,916

*Telecom:*

- \* Retirees health insurance    2018: \$-734    2017: \$-1,349  
 Only one retiree

# MONTHLY CRIME OCCURRENCE SUMMARY

2019February11OpenSessionFINAL\_063

## 2018 CALL SUMMARY

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>TOTAL CALLS FOR SERVICE</b>	<b>852</b>	<b>767</b>	<b>800</b>	<b>815</b>	<b>879</b>	<b>888</b>	<b>890</b>	<b>828</b>	<b>830</b>	<b>928</b>	<b>688</b>	<b>645</b>	<b>9810</b>
911 Hang up CAD	25	23	22	21	39	21	14	26	21	37	24	20	293
Alarm CAD	62	34	36	43	15	46	44	38	42	48	34	26	468
Animal Complaint	8	4	3	9	15	14	10	12	12	17	12	9	125
Impaired Driving Complaint CAD	8	5	8	7	2	7	16	10	16	12	8	15	114
Parking/Driving Complaints CAD	34	26	43	42	62	70	36	53	40	59	46	40	551
Police Medical Call	14	8	8	7	10	7	11	7	7	8	5	15	107
Police Fire Call	11	5	4	4	9	4	6	8	6	7	10	4	78
Vehicle Stops	167	164	208	159	129	144	165	166	158	163	71	86	1780
POPA TICKETS	95	88	112	97	82	60	86	66	69	143	36	25	959
Bylaw Tickets	7	8	5	1	2	0	1	0	0	0	1	0	25

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>TOTAL FILES CREATED</b>	<b>185</b>	<b>179</b>	<b>173</b>	<b>111</b>	<b>216</b>	<b>244</b>	<b>248</b>	<b>189</b>	<b>196</b>	<b>276</b>	<b>210</b>	<b>199</b>	<b>2426</b>
24 Hour Suspended Driver	0	0	0	0	0	0	0	2	0	0	0	0	2
7 Day Suspension Warning	0	0	1	1	0	0	0	2	1	1	0	0	6
Abandoned Child	0	0	0	0	0	3	1	0	0	0	0	0	4
Abandoned Vehicle	0	0	0	1	2	1	0	0	0	0	0	0	4
A.T.V. Snowmobile	0	1	2	0	0	3	0	1	1	0	0	0	8
Alarm	1	0	0	0	0	0	0	0	0	0	0	0	1
Ammo/Flare Disposal & Found	1	1	3	1	1	1	2	2	1	1	2	2	18
Animal Call	1	2	1	4	2	1	0	1	4	1	2	0	19
Arson	1	0	0	0	0	0	1	0	0	0	0	0	2
Cannabis Control Act	0	0	0	0	0	0	0	0	0	0	0	0	0
Common Assault	8	11	6	4	4	6	1	2	5	9	5	6	67
Counterfeiting	0	0	0	0	0	0	0	0	0	0	0	64	64
Assault with a Weapon	0	0	0	0	0	2	2	0	0	2	2	1	9
Assist General Public	17	26	23	26	24	35	31	23	22	24	23	19	293

Assist Other Agency	9	4	5	4	9	13	18	18	8	19	5	7	119
Attempt Suicide	0	0	0	0	1	0	1	0	0	0	0	0	2
Breach Recognizance	0	0	0	0	3	0	1	1	1	1	2	1	10
Break & Enter	1	3	1	3	4	6	5	0	0	0	0	0	23
Bylaws	0	0	1	2	3	0	0	0	0	1	1	0	8
Child Pornography	0	0	1	0	0	0	1	0	0	0	0	0	2
Harassment	2	0	0	1	0	0	0	1	1	1	0	0	6
Dangerous Operation of Motor Vehicle	0	0	0	0	0	1	0	0	0	0	0	0	1
Disturbance	3	1	0	4	4	3	1	1	1	1	5	2	26
Domestic Call	5	1	2	5	4	5	12	6	6	4	7	6	63
Driving While Disqualified or Prohibited	3	2	5	0	4	3	5	2	2	7	2	1	36
Driving without due care	0	0	0	0	0	1	1	0	0	0	1	0	3
Drug Complaint	0	1	0	0	0	1	0	1	0	1	0	0	4
Extortion	0	0	0	0	0	0	0	0	0	1	0	0	1
Fail to Comply with Conditions	0	0	0	2	2	3	2	2	0	2	0	0	13
Fail to Stop or Remain	2	5	6	6	2	5	6	2	4	2	14	5	59
Fail to Stop for Police Officer	0	0	0	0	0	0	0	0	0	0	1	0	1
Fail/Refuse Breath Sample	0	0	0	0	1	0	0	0	0	0	0	0	1
Fatal MVA	0	0	0	1	0	0	0	0	0	0	0	0	1
Fight In Progress	0	1	1	0	1	0	1	1	3	0	0	0	8
Found Drugs	0	0	1	0	1	0	0	0	0	1	0	0	3
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Lost/Found Property	3	7	8	5	7	8	14	9	5	6	2	12	86
Fail/Refuse Breath Sample	0	1	0	0	1	0	0	0	0	0	0	0	2
Found Ammo/Flares/etc	0	1	0	0	0	0	1	0	0	0	0	1	3
Fraud	5	1	6	3	3	14	3	4	2	3	4	6	54
Fire Complaint	0	0	0	0	3	0	2	0	2	0	0	0	7
Impaired Operation of MV	1	3	5	4	1	2	2	3	3	3	2	3	32
Indecent Act	0	0	0	0	0	0	1	0	0	0	0	0	1
Inspection Sticker, etc	0	0	3	5	0	5	10	0	3	66	0	1	93
Internet Complaint	0	0	0	0	0	0	0	1	0	0	0	0	1
Intoxicated Person	0	0	0	1	0	2	3	0	1	0	0	5	12
Loud Party/Noise Complaint	0	1	0	0	0	0	0	0	0	0	0	0	1
Medical Call	2	2	1	1	0	1	0	0	2	1	1	3	14
Mental Health Call	7	9	7	7	7	16	11	4	10	13	9	15	115
Mischief	3	4	3	3	7	7	6	5	4	2	1	4	49
Missing Person	4	2	2	3	6	2	1	1	2	5	0	4	32
MVA	31	40	30	28	34	35	37	35	34	36	56	45	441
Narcotic Control Act	0	0	0	0	0	1	0	0	4	0	0	0	5
No Drivers License	0	0	0	0	1	0	0	0	1	1	1	0	4
No Insurance	0	0	2	0	0	3	0	0	5	12	0	0	22
Non Criminal Domestic Dispute	7	5	5	6	2	5	4	6	4	3	1	1	49
Obstruct Police Officer	1	0	0	0	0	0	0	0	0	0	0	0	1
Other Criminal Code	0	0	0	1	0	3	0	0	5	3	0	0	12
Other Non-Criminal	0	0	0	0	0	0	0	0	0	1	0	0	1
Other Provincial Traffic Offences	0	0	3	1	1	2	0	1	10	33	0	1	52

Other Provincial Statutes	1	1	3	2	3	1	3	3	1	1	0	0	19
Possession of Cocaine	0	0	0	0	0	0	1	0	1	0	0	0	2
Possession of Cannabis	0	1	0	1	3	1	3	0	1	0	0	0	10
Possession of Cannabis for the Purpose	0	0	0	0	0	0	0	0	0	0	0	0	0
Possession of Stolen Property	0	0	0	0	0	0	0	1	0	1	0	0	2
Possession of Weapons	1	0	0	1	1	1	0	0	1	0	0	0	5
Breach of Probation	1	0	1	1	1	0	2	1	1	0	1	0	9
Personating Peace Officer	0	0	0	0	0	0	0	0	2	0	0	0	2
Provincial Liquor Act	0	0	0	1	0	1	0	0	0	0	0	0	2
Provincial Cannabis Act	0	0	0	0	0	0	0	0	0	0	1	0	1
Public Relations	9	2	7	7	2	2	10	1	1	13	6	3	63
Robbery	0	0	0	1	1	0	0	0	0	0	1	1	4
Sexual Assault	2	1	0	1	3	1	0	1	2	0	0	0	11
Sexual Interference	0	0	0	0	0	0	0	0	0	1	0	0	1
Sex Explicit Material to Child	0	0	0	0	0	0	0	0	0	1	0	0	1
Seized/Towed Vehicle	0	0	0	0	0	0	0	0	0	1	0	0	1
Shoplifting	4	2	5	3	3	2	0	3	5	6	2	2	37
Sudden Death	2	2	1	2	0	1	1	0	1	1	0	4	15
Suspicious Noise	0	0	0	0	0	0	0	0	0	1	0	0	1
Suspicious Person	0	0	0	0	0	3	2	3	2	4	6	1	21
Suspicious Vehicle	0	0	0	0	3	0	0	1	0	1	0	0	5
Take MV Without Consent	0	0	0	0	0	0	0	0	0	0	0	2	2
Theft of Automobile	0	0	0	0	1	2	0	1	1	0	2	0	7
Theft of Bicycle	0	0	0	0	0	2	0	1	1	0	0	0	4
Theft - Credit Card	0	0	0	0	0	0	0	0	1	0	2	0	3
Theft from Mail	0	0	0	0	0	1	0	0	0	0	0	0	1
Theft from MV	1	0	1	10	1	1	1	3	12	1	7	10	48
Theft Under \$5000	5	4	5	10	9	6	7	6	7	7	9	2	77
Theft Over \$5000	0	1	0	1	0	0	1	0	1	0	0	0	4
Traffic Check Stop	1	2	1	1	1	2	5	2	3	16	0	0	34
Traffic In Cannabis	0	0	0	0	1	0	0	0	0	0	0	0	1
Traffic In Cocaine	0	0	0	0	0	0	0	0	2	0	0	0	2
Traffic/Parking Complaint	6	6	3	10	9	9	6	8	5	6	3	4	75
Trespass Complaint	0	0	0	0	2	2	1	0	0	0	0	1	6
Trespass at Night	0	0	0	2	0	0	0	0	0	0	2	2	6
Unwanted Person	0	0	1	0	3	1	2	0	4	1	0	1	13
Uttering Threats	0	2	1	5	3	4	0	4	2	6	1	1	29
Vehicle Not Registered	0	0	0	0	0	0	0	1	0	0	0	0	1
Warrants/Execution of Warrant	0	1	1	0	0	0	2	0	0	1	0	0	5
Weapons Complaint Investigation	0	0	0	1	0	0	0	1	0	1	1	0	4



# ROTHESAY

2019 February 11 Open Session FINAL 066  
Parks and Recreation Committee Meeting

Tuesday, January 22, 2019

Rothesay Town Hall – Common Room

6:30 p.m.



**PRESENT:** COUNC. MIRIAM WELLS  
COUNC. PETER LEWIS  
MARY ANN GALLAGHER  
BRENDAN KILFOIL  
CHUCK MCKIBBON  
RAHA MOSCA (*arrived at 6:40 pm*)  
ALLYSON MURRAY  
HOLLY YOUNG

TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
RECREATION COORDINATOR KERI FLOOD

**ABSENT:** MAUREEN DESMOND  
GARY MYLES  
TOWN MANAGER JOHN JARVIE  
FACILITIES COORDINATOR RYAN KINCADE

The meeting began at 6:35 p.m. Counc. Wells welcomed committee members and introduced members and Town staff. She provided members with some general information about the committee structure, notification process and the requirement of a quorum of 6 for each meeting. Counc. Wells noted the Committee meeting dates had been approved at a previous meeting and new committee members were provided with a copy of the 2019 dates.

## **1. ELECTION OF OFFICERS**

DRP Jensen called three times for nominations from the floor for Chairperson. Counc. Lewis nominated Counc. Wells for Chairperson and C. McKibbon seconded the nomination. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Counc. Wells called three times for nominations from the floor for Vice Chairperson. Counc. Lewis nominated Mary Ann Gallagher and C. McKibbon seconded the nomination. R. Mosca nominated Raha Mosca for Vice Chairperson and Counc. Lewis seconded the nomination.

Staff distributed ballots to the Committee members. DRP Jensen and Town Clerk Banks tallied the ballots. Mary Ann Gallagher was elected Vice Chairperson by vote.

## **2. CODE OF ETHICS**

Counc. Wells requested committee members review the Code of Ethics and return the signed Member Statement to staff.

**3. APPROVAL OF AGENDA:**

**MOVED** by C. McKibbon and seconded by B. Kilfoil the agenda be approved as circulated.

**CARRIED.**

**4. APPROVAL OF MINUTES:**

4.1 Meeting minutes of November 20, 2018

**MOVED** by Counc. Lewis and seconded by B. Kilfoil the meeting notes of November 20, 2018 be approved as circulated.

**CARRIED.**

**5. DELEGATIONS:**

N/A

**6. REPORTS & PRESENTATIONS:**

N/A

**7. UNFINISHED BUSINESS**

**7.1 Update on accessible swings – verbal report**

DRP Jensen advised he has spoken with the principal at Fairvale Elementary School and she is amenable to a partnership if the playground moves ahead. Ms. Hierlihy is aware of the Jumpstart program and a partnership for accessible swings will remain on her agenda.

C. McKibbon advised the current playground equipment is adequate but twenty-five years old He noted there is no President of the Home and School Association at present, which is challenging for committees to move forward.

The following comments were made: Rothesay Elementary School has an accessible swing but it does not accommodate a wheelchair, there is no room to install a wheelchair accessible swing at the Rothesay Common playground and there is conflicting information with respect to use and functionality.

DRP Jensen advised research by staff suggests that, when not in use, accessible swings must be locked (size and weight hazard) and also needs to be supervised when in use. DRP Jensen suggested this is not practical based on location and staffing challenges.

**7.2 Update on lighting request for Wells Dog Park – verbal report**

DRP Jensen advised some additional research has been done with respect to dusk to dawn lighting at the Wells park area. He noted a private pole installation by the Town would cost approximately \$2000 - \$3000. NBPower has advised a pole and dusk to dawn light can be installed near the far end of the lower parking lot at a cost of about \$20/month (includes installation).

Counc. Lewis asked about plowing of the lower parking lot. DRP Jensen advised it was decided only the paved parking area would be plowed and the lower lot is gravel. He noted the trail is groomed to the parking lot to make access easier to the trail and dog park.

There was consensus DRP Jensen arrange for the installation of a pole and dusk to dawn light by NB Power at the Wells Park.

**8. CORRESPONDENCE FOR ACTION:****8.1 4 December 2018 Letter from resident RE: Rothesay Common parking**

There was general discussion with respect to parking around the Rothesay Common. DRP Jensen suggested the signage may be confusing along the north side of Gondola Point Road by the ice surface. It indicates “no parking” with arrows so driveways remain clear but does not restrict parking along the entire length from Church Avenue to Rothesay corner. It was also noted there is an informal arrangement with Our Lady of Perpetual Help to use their parking lot for special events.

Counc. Wells suggested a map be prepared outlining the available parking around the Common and it be posted on the kiosk at the Common. Counc. Lewis noted Church Avenue will be rebuilt this year and he will discuss angle parking with Council. R. Mosca indicated this had been discussed by the Public Works and Infrastructure Committee and there would only be 7 additional parking spots.

DRP Jensen will respond to the resident and prepare some general information for distribution.

**8.2 5 January 2019 Email from Counc. Wells RE: Outdoor exercise equipment for parks - Outdoor-Fit Exercise Systems Brochure**

Counc. Wells noted she received the information from Florida and that Rothesay has been doing a great job expanding recreation opportunities in the Town and this may be something to investigate. DRP Jensen advised the multi-functional units cost about \$15,000-\$20,000 and individual ones are about \$5,000-\$7,000.

There was general discussion with respect to the following: suggested locations included East Riverside-Kingshurst Park, Wells Park and Renforth Rotary Park, other communities have installed them but it was suggested they may not be well-used, would they be installed as a “destination” or to be used as a “walk-by” and should possible partnership and sponsorship with local gyms be explored.

There was consensus DRP Jensen would contact other municipalities for additional information with respect to usage, durability and other features.

**9. NEW BUSINESS:****9.1 Parks and Recreation Update**

RC Flood advised of the following: Fundy Winterfest planning is underway for the month of February in conjunction with Grand Bay-Westfield, Quispamsis and Saint John, the Speaker Series will be hosted in The Hive every Thursday through February and March, Wednesday night events at the Common have been well-attended – over 500 were in attendance for the Glow in the Dark Skate night.

DRP Jensen noted the weather has been causing some challenges in maintaining the ice surface, particularly southerly winds, rain and temperatures above 10c but staff take pride in the facility and have gone above and beyond to maintain the ice surface. He also noted the Wells trail system has been well-used for cross country skiing, snowshoeing and walking. New trails have not been opened but will add about 2 km of cross country skiing. DRP Jensen advised the Rothesay arena is well used and there is another mens’ tournament this weekend.

**10. CORRESPONDENCE FOR INFORMATION:**

**10.1 Municipal Plan Review PowerPoint (November 2018 Parks and Recreation meeting)**

Counc. Wells noted the Committee had asked for a copy of the presentation to review as it contained a great deal of information. She asked if committee members had any further input about needed facilities or other areas to focus on.

There was general discussion with respect to the following: Cameron Road boat launch, status of boat launch in Kennebecasis Park, use of rink area in Kennebecasis Park for beach volleyball, designation of the Wells Park as a “regional park”, connection to the Quispamsis trail system and challenges with property acquisition, representation on the Committee from possibly KVCommittee for Disabled Persons as the committee has student representation and seniors representation. Counc. Wells noted Rothesay High School has a new initiative on working with seniors and RC Flood is working with the Age Friendly Committee and The Hive, which will have a partnership with the Y to oversee operations.

Staff will check on the committee composition requirements with respect to additional representation.

**11. DATE OF NEXT MEETING:**

The next meeting is scheduled for Tuesday, February 19, 2019.

**12. ADJOURNMENT**

**MOVED** by Counc. Lewis and seconded by B. Kilfoil the meeting be adjourned.

**CARRIED.**

The meeting ended at 7:25 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



# ROTHESAY



## AGE FRIENDLY ADVISORY COMMITTEE MEETING

Wednesday, January 23, 2019  
10:00 a.m.

**Present:** Counc. Shea  
Judith Grannan  
Jocelyn Daye  
Natalie Reid  
John Gahagan  
Counc. Wells

Heather Stilwell  
Diane O'Connor  
Michael Boyle  
Jean Porter Mowatt  
Town Manager Jarvie

**Absent:** Tammy Doherty  
Julie Atkinson  
Eugene Belliveau  
Jill Jennings  
Mayor Grant

Sarah Thompson  
Cindy Levesque  
Scott Cochrane  
Shawn Jennings

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

### 1. APPROVAL OF AGENDA:

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

**CARRIED.**

### 2. APPROVAL OF MINUTES:

**MOVED** by J. Gahagan and seconded by J. Daye to approve the Minutes of October 17, 2018 as circulated.

**CARRIED.**

### 3. DELEGATIONS:

N/A

### 4. REPORTS & PRESENTATIONS:

#### 4.1 Information Sub-Committee:

**MOVED** by M. Boyle provided a brief summary to the Advisory Committee of the activities of the sub-committee. He stated that initially the scope was on information management and the focus quickly became electronic kiosks, bulletin boards and forms. Terms of reference and a process to post information have been established and will now be managed by Town staff. Further investigation will occur as to how to best manage the electronic kiosks.

# ROTHESAY

Age Friendly Advisory Committee

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## 4.2 Outreach Committee – Mike Boyle:

M. Boyle reported that he continues to work with E. Belliveau of KV Police to coordinate the fire and police check-in and home safety programs. Vulnerable residents will be identified through these visits and put in touch with the Red Cross. It is expected this program, once launched, will be a first in New Brunswick.

## 4.3 The Hive Sub-Committee – Counc. Wells:

Counc. Wells reported that the name has changed to The Rothesay Hive. It will be run as a partnership with the YMCA and is intended for all residents of Kennebecasis Valley. A brief discussion took place.

## 5. UNFINISHED BUSINESS:

N/A

## 6. NEW BUSINESS:

6.1 **MOVED** by H. Stilwell and seconded by J. Gahagan to recommend to Council the acceptance of the Rothesay Hive draft agreement between Rothesay and the YMCA.

**CARRIED.**

6.2 **MOVED** by Counc. Shea and seconded by J. Gahagan to receive the Rothesay Hive Work Plan for information.

**CARRIED.**

6.3 **MOVED** by J. Gahagan and seconded by D. O'Connor to dissolve the Age Friendly Advisory Committee.

**CARRIED.**

6.4 **MOVED** by Counc. Shea and seconded by H. Stilwell to recommend to Council to establish a standing committee for The Rothesay Hive.

**CARRIED.**

## \*ADDENDUM\*

6.5 **MOVED** by D. O'Connor and seconded by M. Boyle to recommend that Council receive Counc. Wells final report on the Age Friendly Advisory Committee.

**CARRIED.**

## 7. CORRESPONDENCE FOR ACTION:

N/A

## 8. CORRESPONDENCE FOR INFORMATION:

8.1 Received for information.

8.2 Received for information.

## 9. DATE OF NEXT MEETING:

# ROTHESAY

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N/A

## 10. ADJOURNMENT:

Meeting adjourned at 11:05 a.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recording Secretary

# ROTHESAY

Works and Utilities Committee Meeting  
2019 February 11 Open Session FINAL\_073

Wednesday, January 23, 2019

Rothsay Town Hall – Sayre Room

5:30 p.m.



**PRESENT:** DEPUTY MAYOR ALEXANDER  
COUNCILLOR MIRIAM WELLS  
SCOTT SMITH  
PETER GRAHAM  
PAUL BOUDREAU

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF OPERATIONS BRETT McLEAN

**ABSENT:** TRUDY COSTELLO  
MARK McALOON

The meeting was called to order at 5:30 p.m.

## 1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Counc. Wells nominated Deputy Mayor Alexander as Chairperson. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Chairperson Alexander called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated Paul Boudreau as Vice Chairperson. There being no other nominations, Paul Boudreau was elected Vice Chairperson by acclamation.

## 2. CODE OF ETHICS

Chairperson Alexander requested Committee members complete the Member statement from the Code of Ethics and return it to staff at their earliest convenience.

## 3. APPROVAL OF AGENDA

**MOVED** by Counc. Wells and seconded by P. Boudreau the agenda be approved as circulated.

**CARRIED.**

## 4. APPROVAL OF MINUTES

**MOVED** by Counc. Wells and seconded by P. Graham the minutes of 21 November 2018 be adopted as circulated.

**CARRIED.**

## 5. DELEGATIONS

N/A

## 6. REPORTS & PRESENTATIONS

N/A

## 7. UNFINISHED BUSINESS

### 7.1 Capital Projects Summary

There was a brief discussion with respect to upcoming capital projects for 2019 and it was noted the Arthur Miller (lower) field will be resurfaced in 2019. The lower field life expectancy was 7–8 years and it extended past that. It also has higher usage and is of lesser quality than the upper field.

RECEIVED FOR INFORMATION.

### 7.2 Solid Waste Tonnage Report

It was noted there was only a one ton difference in total collection between 2017 and 2018.

RECEIVED FOR INFORMATION.

### 7.3 Update on Bradley Lake guardrail – verbal report

DO McLean advised the guardrail work has been completed. There was a suggestion a photo op be arranged with the Mayor and the young resident who requested the installation of the guardrail to promote civic-mindedness.

### 7.4 Update on lighting for Hampton Road crosswalk (Town Hall) – verbal report

DO McLean advised no work has been done but various options have been reviewed. P. Boudreau commented he became aware of the issue after it had been mentioned to the Committee. P. Graham noted there was a pedestrian attempting to cross when he arrived for the meeting and commented they were difficult to see in the dark. DO McLean noted there will be increased activity with the opening of The Hive at Rothesay Town Hall. It is likely lighted signs will be installed and cat eye reflectors in the crosswalk (roadway) to alert drivers.

### 7.5 Update on Station Road

➤ *Report to be distributed at meeting*

18 January 2019 Report from DO McLean RE: Rothesay Park Road Entrance – flow direction reassignment

There was a lengthy discussion with respect to the following: previous plans for a roundabout at the Rothesay Corner intersection and associated costs, signage that would be required to be installed to change the traffic flow, speed limit zones on Gondola Point Road and Rothesay Road and when it increases again to 50 km/hr after the Common, notify area residents the change is being made for valid safety reasons, identified as a safety concern in the report from Crandall, estimated 24 homes in the area but 15,000 vehicle trips through the intersection, the Committee recommendation is based on a request received from a resident, area residents should be given the opportunity to voice their opinion and the recommendation will require an amendment to the Traffic By-law.

**MOVED** by Counc. Wells and seconded by P. Boudreau the Works and Utilities Committee advise Council to endorse the reassignment of the section of Station Road between Rothesay Road and Rothesay Park Road from a two-way street to a one-way street and further; that letters be sent to affected property owners in advance of the February 11<sup>th</sup> Council meeting to give residents a chance to voice their opinion.

**ON THE QUESTION:**

P. Boudreau suggested an email address be included in the letter for people to respond.

**CARRIED.**

**8. CORRESPONDENCE FOR ACTION**

**8.1 31 December 2018 Letter from resident RE: Drainage concerns on First Street**

DO McLean noted there are a number of similar complaints in the community. He gave a summary of the drainage flow in the area, noting the elevation change and topography of the property, the pre-existing drainage ditch and the engineering report done by the property owner would have identified problems in the area that would have become conditions of the development. It was noted the property owner would be advised he can undertake work on his property but not in the Town right-of-way.

**MOVED** by P. Boudreau and seconded by S. Smith the request for work in the area of 99 First Street be denied and the property owner be advised he can proceed with his landscaping and driveway work.

**CARRIED.**

**9. NEW BUSINESS**

N/A

**10. CORRESPONDENCE FOR INFORMATION**

**10.1 9 January 2019 Letter to Brock Court and Goldie Court residents (17)**

A general summary was given and it was noted area residents were advised of the planned upgrade for Church Avenue to increase downstream capacity and subsequent drainage improvements will be designed for the immediate Goldie/Brock Court areas for likely implementation when the Church Avenue project is fully functional.

RECEIVED FOR INFORMATION.

**10.2 Water By-law 1-18**

9 January 2019

Report prepared by DO McLean

4 December 2018

Concordance table prepared by L. Pomeroy

Water By-law 1-18

The Committee was advised By-law 1-18 was enacted by Council at its regular meeting on January 14, 2019 and was being provided for the Committee’s information. There was a brief discussion with respect to the concordance table and the various changes. DO McLean noted the Treasurer will be forwarding a revised Schedule E for the February Council meeting as the current schedule contradicts the text in the By-law, particularly Section 7.3, with respect to the fixed water usage charge portion being calculated by meter size.

**10.3 2019 Asphalt Resurfacing and Microseal Placement Program**

9 January 2019

Report prepared by DO McLean

It was noted this item will be on the next Council agenda.

RECEIVED FOR INFORMATION.

**10.4 Engineering Design and Construction Management Services Church Avenue Reconstruction**

9 January 2019

Report prepared by DO McLean

It was noted this item will be on the next Council agenda. DO McLean noted work cannot begin until approval for funding has been obtained from the Municipal Capital Borrowing Board. The funding application will be on the next Council agenda.

RECEIVED FOR INFORMATION.

**9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, February 20, 2019.

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by P. Graham the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:15 p.m.

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CHAIRPERSON

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RECORDING SECRETARY

# TOWN OF ROTHESAY

FINANCE COMMITTEE

January 24, 2019

In attendance:

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent: Councillor Don Shea

The meeting was called to order at 8:25. The agenda was accepted with the addition of Application to the Municipal Capital Borrowing Board. The minutes of November 29, 2019 were accepted as presented (NG/MA).

## **December Preliminary Draft Financial Statements**

Treasurer MacDonald explained this is an updated outlook and not ready to be finalized. We still do not expect any surprises. How we manage the allocation of capital project funding will leave a small surplus in both funds. The statements were accepted as presented (NG/MA).

## **Donation Requests**

The Give – In 2018 we committed to \$2,500 in both 2018 and 2019 but it was not included in the 2019 budget, but it should not be a problem. It was agreed to **recommend to Council to pay the commitment for 2019 of \$2,500.** (NG/MA)

Saint John Theatre Company – This is in the budget and approved. A cheque will be prepared and the Mayor will present it.

KV Oasis – Over the Edge – The Mayor explained this is a fundraiser, aiming at having prominent people rappelling off the Hilton. The Mayor then declared a conflict and left the meeting. As a quorum was lost, it was agreed to send this to Council for their approval. The Mayor returned to the meeting.

## **Compliance Report**

The compliance report was accepted as presented.

## **Municipal Capital Borrowing Board Application**

Treasurer MacDonald explained the logistics for this application. The motion needs to go to Council for the February meeting to get the approval to start construction on a 22 week project. These are still rough numbers as the engineering is not complete. It is likely the borrowing application for the arena a number of years ago has expired without approval. After a brief discussion, it was agreed to **recommend to Council to submit the application.** (NG/MA)

## **Next Meeting**

The next meeting is set for February 21, 2019 at 8:15 in the Sayre Room. The meeting adjourned at 8:55.

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Grant Brenan, Chairperson

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Ellen K. Steeves, Recording Secretary



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TO : Mayor and Council

Submitted By: \_\_\_\_\_  
Doug MacDonald, Treasurer

DATE : February 5, 2019

RE : Finance Committee Motion

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**Recommendation:**

The Finance Committee recommends approval of a donation to The Give (SJRH) in the amount of \$2,500.00.



2019February11OpenSessionFINAL\_079



January 18th, 2019

Dr. Nancy Grant  
Rothesay Town Council  
Rothesay, NB

Dear Mayor Grant,

You are invited to go “Over The Edge” for KV Oasis Youth Centre!

On June 22nd 2019, rappellers will go over the edge of the Hilton, Saint John in support of KV Oasis! This will be an exciting event for the entire family in partnership with Market Square’s Summer Kick-Off. For every \$1,000 raised, one person can be sent over the edge.

KV Oasis is the first multifaceted youth centre in New Brunswick. KV Oasis supports four pillars of well-being: recreation/entertainment, education, mental health, and social interaction for youth ages 12-25 in the Greater Saint John area. The primary focus of the Centre is to encourage youth to be proactive when it comes to their emotional and psychological needs. This is done by providing a safe, recreational facility that also houses counsellors, nurse practitioners and numerous peer to peer supports. The Centre also seeks to enhance and develop important life skills by introducing entrepreneurial initiatives, mentoring programs, cooking classes, budgeting sessions, art, music and theatre, and much more.

By participating in “Over The Edge” you can help contribute to the continuing growth of the Centre, and our event fundraising goal of \$60,000.

To register, visit <https://give.overtheedge.events/campaigns/b1Q3x1/register>, or call 847-2383, or message [cortney@kvoasis.com](mailto:cortney@kvoasis.com)

We look forward to your involvement!

Sincerely,

Yennah Hurley  
Executive Director

# ROTHESAY



PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

**Monday, February 4, 2019**

**5:30 p.m.**



**PRESENT:** COLIN BOYNE, CHAIRPERSON  
CRAIG PINHEY, VICE-CHAIRPERSON  
TRACIE BRITTAIN  
ELIZABETH GILLIS  
ANDREW MCMACKIN  
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE (arrived 5:40 pm)  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE

**ABSENT:** JOHN BUCHANAN  
COUNCILLOR BILL McGUIRE

DPDS White called the meeting to order at 5:25 p.m.

## 1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. Counc. Shea nominated Colin Boyne as Chairperson. There being no other nominations, Colin Boyne was elected Chairperson by acclamation.

Chairperson Boyne called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated Craig Pinhey. There being no other nominations, Craig Pinhey was elected Vice Chairperson by acclamation.

Chairperson Boyne welcomed Tracie Brittain to the Committee.

## 2. CODE OF ETHICS

Chairperson Boyne requested committee members review the Code of Ethics and return the signed Member Statement to staff.

## 3. APPROVAL OF AGENDA

**MOVED** by E. Gillis and seconded by C. Pinhey the agenda be approved as circulated.

**CARRIED.**

## 4. APPROVAL OF MINUTES

**MOVED** by Counc. Shea and seconded by T. Brittain the minutes dated 3 December 2018 be adopted as circulated.

**CARRIED.**

## ROTHESAY

Planning Advisory Committee  
Minutes

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4 February 2019

### 5. NEW BUSINESS

#### 5.1 32 Islay Drive

**John and Elaine Shannon**

OWNER:

John and Elaine Shannon

PID:

00065714

PROPOSAL:

Conditional Use – Temporary Suite

DPDS White noted Mrs. Shannon had a conflict but advised she would try to attend the meeting. The matter was deferred to follow Item 5.2.

#### 5.2 28 & 39 School Avenue

**Armstrong/Myles**

OWNERS:

Eleanor Marie Armstrong & Glendon Whitfield Armstrong  
and Robert Gary Myles and Wendy Leigh Myles

PIDS:

30146708 and 30146674

PROPOSAL:

Deferral of Land for Public Purposes

Mr. Gerry Roberts was in attendance. DPDS White gave a brief summary and noted the following: a common purchaser has requested to buy the vacant land located at the rear of both properties; about 1 acre will remain for each current property with the dwellings; there is a sanitary sewer easement across both properties and it would be the intention for staff to work with the purchaser/developer to determine the appropriate location for the land for public purposes (LPP) to accommodate a trail connection with the trail in Quispamsis; if the deferral is approved it will be noted on the plan of subdivision; various development options and the subdivision is approved by the Development Officer and the Committee is being asked to recommend Council defer the LPP pending future subdivision of the properties.

**MOVED** by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee recommends that Council defer 793.8 m<sup>2</sup> of land for public purposes pending the future subdivision of the vacant lands at 28 and 39 School Avenue (PIDs 30146708 and 30146674) as shown on the Tentative Plan of Subdivision T-0722.

**CARRIED.**

#### 5.1 32 Islay Drive

**John and Elaine Shannon**

OWNER:

John and Elaine Shannon

PID:

00065714

PROPOSAL:

Conditional Use – Temporary Suite

There were no representatives in attendance. DPDS White gave a brief summary of the proposal and noted the following: the temporary suite is to accommodate elderly parents, the entrance will be through the main door; there is ample parking on the property for additional vehicles and the requirement to remove the kitchen when the family members no longer reside in the suite.

There was general discussion with respect to the need for this type of housing, how to accommodate requests in the future and to give consideration to this during the municipal plan review.

**ROTHESAY**

Planning Advisory Committee  
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4 February 2019

**MOVED** by C. Pinhey and seconded by E. Gillis the Planning Advisory Committee:

- A. Approve a temporary suite as a conditional use located at 32 Islay Drive (PID 00065714) on the following conditions:
  - 1. The applicant shall remove the kitchen from the temporary suite when the family members no longer occupy the dwelling.

**CARRIED.**

**6. OLD BUSINESS**

Chairperson Boyne noted the application for the subdivision approval for 7 lots off Appleby Drive (PID 30175467) was tabled in February 2018 and not listed on the agenda. Staff noted the matter will be on the agenda (as a tabled item) for the next meeting.

**7. CORRESPONDENCE FOR INFORMATION**

n/a

**8. DATE OF NEXT MEETING**

The next meeting will be held Monday, March 4, 2019. The submission deadline is February 15, 2019.

**9. ADJOURNMENT**

**MOVED** by Counc. Shea and seconded by Tracie Brittain the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:55 p.m.

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CHAIRPERSON

---

RECORDING SECRETARY



# ROTTLESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 5 February 2019  
RE : Subdivision – Land for Public Purposes deferral

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Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, February 4, 2019:

**MOVED** by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee recommends that Council defer 793.8 m<sup>2</sup> of land for public purposes pending the future subdivision of the vacant lands at 28 and 39 School Avenue (PIDs 30146708 and 30146674) as shown on the Tentative Plan of Subdivision T-0722.

**CARRIED.**

**RECOMMENDATION:**

Council defer 793.8 m<sup>2</sup> of land for public purposes pending the future subdivision of the vacant lands at 28 and 39 School Avenue (PIDs 30146708 and 30146674) as shown on the Tentative Plan of Subdivision T-0722.



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

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

**Date:** Thursday, January 24, 2019

**Subject:** Two 1 Lot Subdivisions – 28 & 39 SCHOOL AVENUE (PIDs 30146708 & 30146674)

<b>Property Owner:</b>	Eleanor Marie Armstrong and Glendon Whitfield Armstrong	<b>Property Owner:</b>	Robert Gary Myles, and Wendy Leigh Myles
<b>Mailing Address:</b>	28 School Avenue Rothesay, NB E2E 1Z6	<b>Mailing Address:</b>	39 School Avenue Rothesay, NB E2E 1Z6
<b>PID:</b>	30146708	<b>PID:</b>	30146674
<b>Plan Designation:</b>	Low Density (Both Properties)	<b>Zone:</b>	Single Family Residential – Standard Zone [R1B]
<b>Application For:</b>	Deferral of Land for Public Purposes Pending Future Subdivision		
<b>Input from Other Sources:</b>	Director of Operations, Director of Recreation		

**Origin:**

Staff have received application to subdivide 28 & 39 School Avenue (PIDs 30146708 & 30146674) from their respective owners. The applications have been consolidated via a single plan of subdivision as the purpose for subdivision is to facilitate the sale of vacant land to a purchaser common to both parties.

**Background:**

28 School Avenue is a 17,889.15 m<sup>2</sup> (4.4 acres) lot and 39 School Avenue is a 19,579.94 m<sup>2</sup> (4.8 acres) lot. Combined together the lots have 37469.09 m<sup>2</sup> (9.2 acres) of land and are both zoned Single Family Residential – Standard Zone [R1B]. The proposal to subdivide the properties would create two lots; Lot 19-4 and 19-5 both containing the existing single family dwellings of the property owners, the remaining vacant land would then be available for purchase.

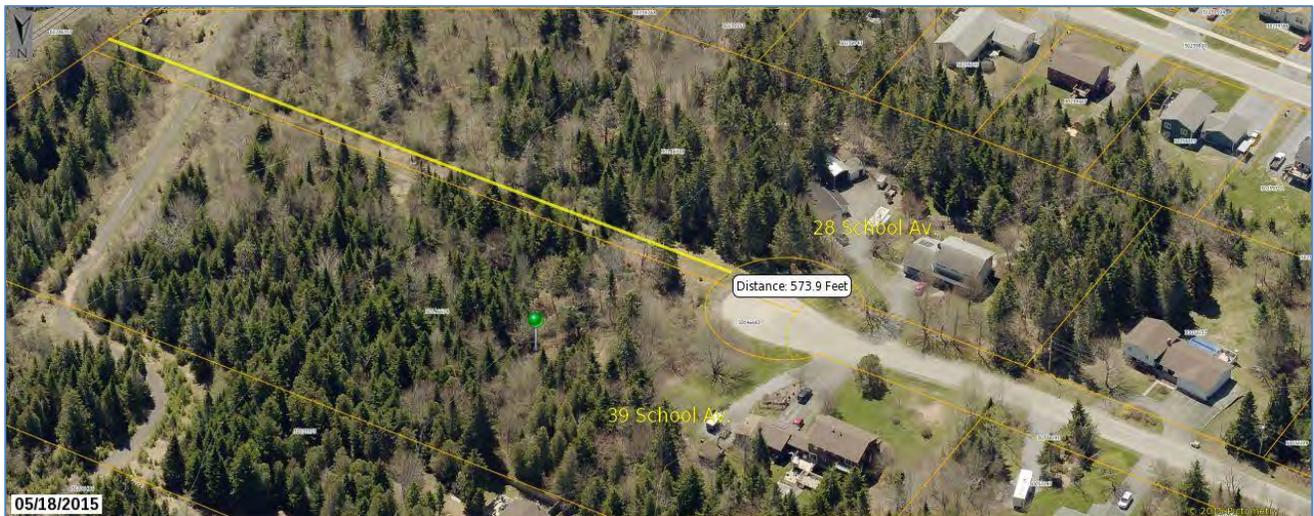


Figure 1 – 28 and 39 School Avenue

Together with the owners Staff have been approached by the potential purchaser in discussion of a future subdivision to extend School Avenue with a connection through to Kaitlyn Street. Staff have reviewed these conceptual plans and have determined that the Town does have interest in acquiring land for public purposes for a recreational trail.

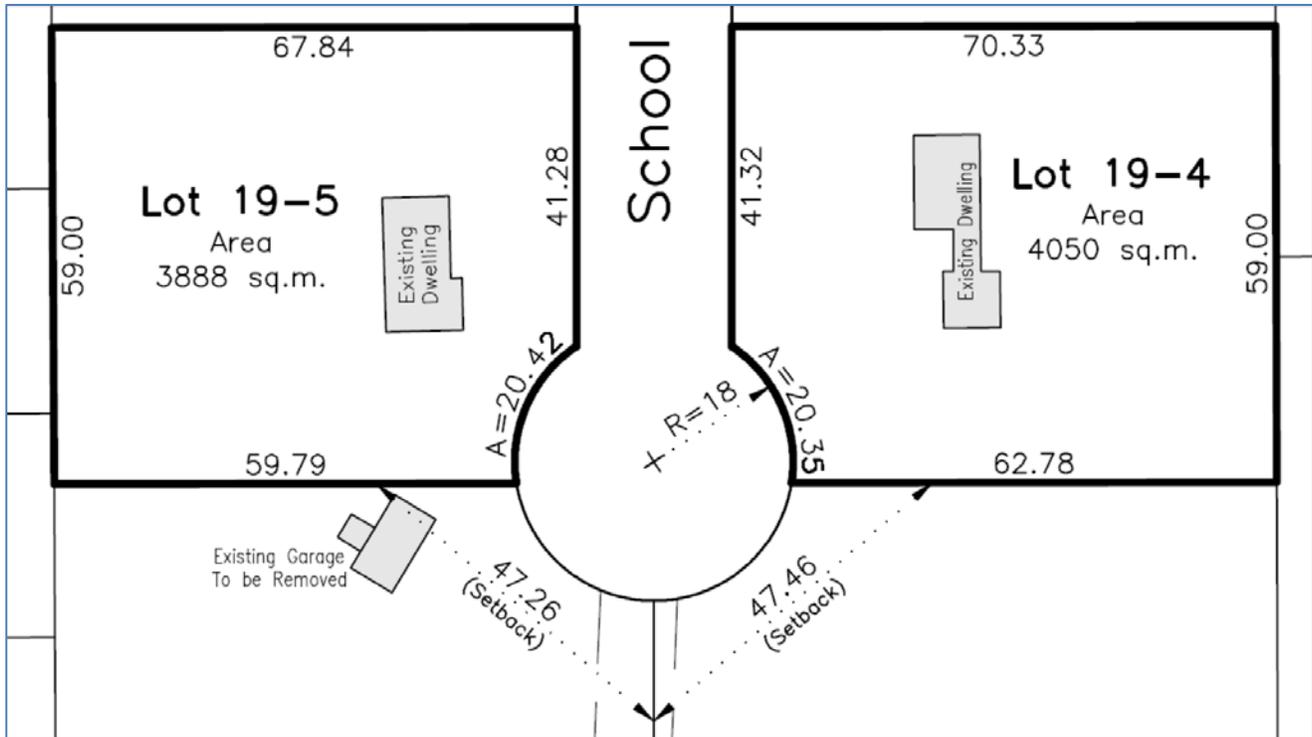


Figure 2 - Proposed Subdivision to Create Two Lots 28 & 39 School Avenue

**Analysis:**

Staff reviewed the lot minimum lot dimensions for both proposed lots against the R1B zone requirements and found that the lots would exceed the minimum requirements and that no variances are required:

R1B Zone Lot Dimensions	LOT 19-4 Existing Lot & House	LOT 19-5 Existing Lot & House
Minimum Lot Area:	1350 m <sup>2</sup>	Proposed Lot Area 4050 m <sup>2</sup>
Minimum Lot Frontage:	30 m	Proposed Lot Area 3888 m <sup>2</sup>
Minimum Lot Depth:	45 m	Frontage 60 m+
	Side Yard Length Exceeding 60 m+	Side Yard Length Exceeding 60 m+

Staff have no objection to the proposed subdivision.

**Land for Public Purposes**

Rothesay’s subdivision By-law allows that as a condition of approval, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, is to be set aside as “Land for Public Purposes”. Lands for Public Purpose are intended to be used for recreation or used for enjoyment by the general public.

Staff have discussed the planned subdivision with the Director of Recreation of Services and have confirmed that the Town has plans to utilize existing Town property and to acquire new land extending from Kirkpatrick Road following the CN Rail line toward Quispamsis. The planned acquisition of land would allow Rothesay to extend a recreational trail connection to the existing “QR Trail Quispamsis / Rothesay Trail (QR Trail)” system in Quispamsis. (See Attached Quispamsis / Rothesay Trail Map)

Staff have calculated that combined LPP requirement for both lots 19-4 and 19-5 would be 793.8 sq. meters being 10% of their combined area of 7938 sq. meters.

Staff are recommending that as a condition of future subdivision approval, that the Town and Developer agree to defer the 793.8 sq. meters requirement for Land for Public Purposes (LPP) until such time that the developer (future purchaser) has completed the necessary plan of subdivision for the vacant land and has determined in consultation with the Town the preferred location of LPP.

**Recommendation:**

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

- A. Rothesay PAC HEREBY recommends that Council that defer 793.8 sq. meters of land for public purposes pending the future subdivision of the vacant lands at 28 & 39 School Avenue (PIDs 30146708 & 30146674) as shown on the Tentative Plan of Subdivision T-0722.

**Attachments:**

- |              |                                 |
|--------------|---------------------------------|
| Map 1 & 2    | Site Location Maps              |
| Attachment A | Proposed Subdivision Plan       |
| Attachment B | Quispamsis / Rothesay Trail Map |

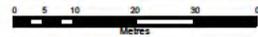


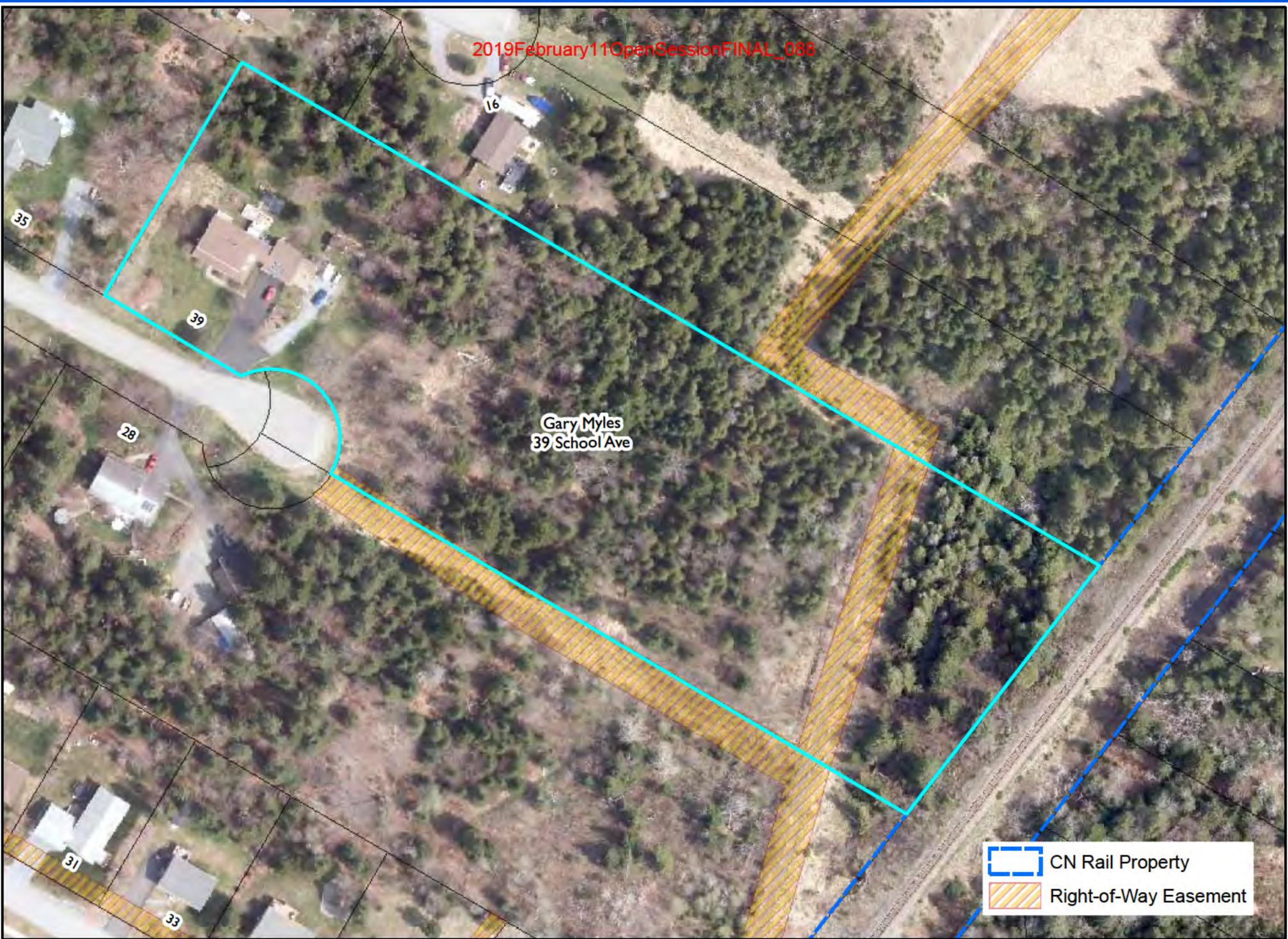
Report Prepared by: Brian L. White, MCIP, RPP

Date: Thursday, January 24, 2019

Glendon Armstrong  
28 School Ave

 CN Rail Property  
 Right-of-Way Easement

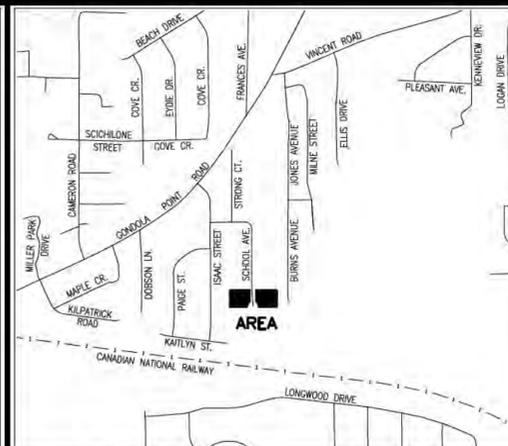
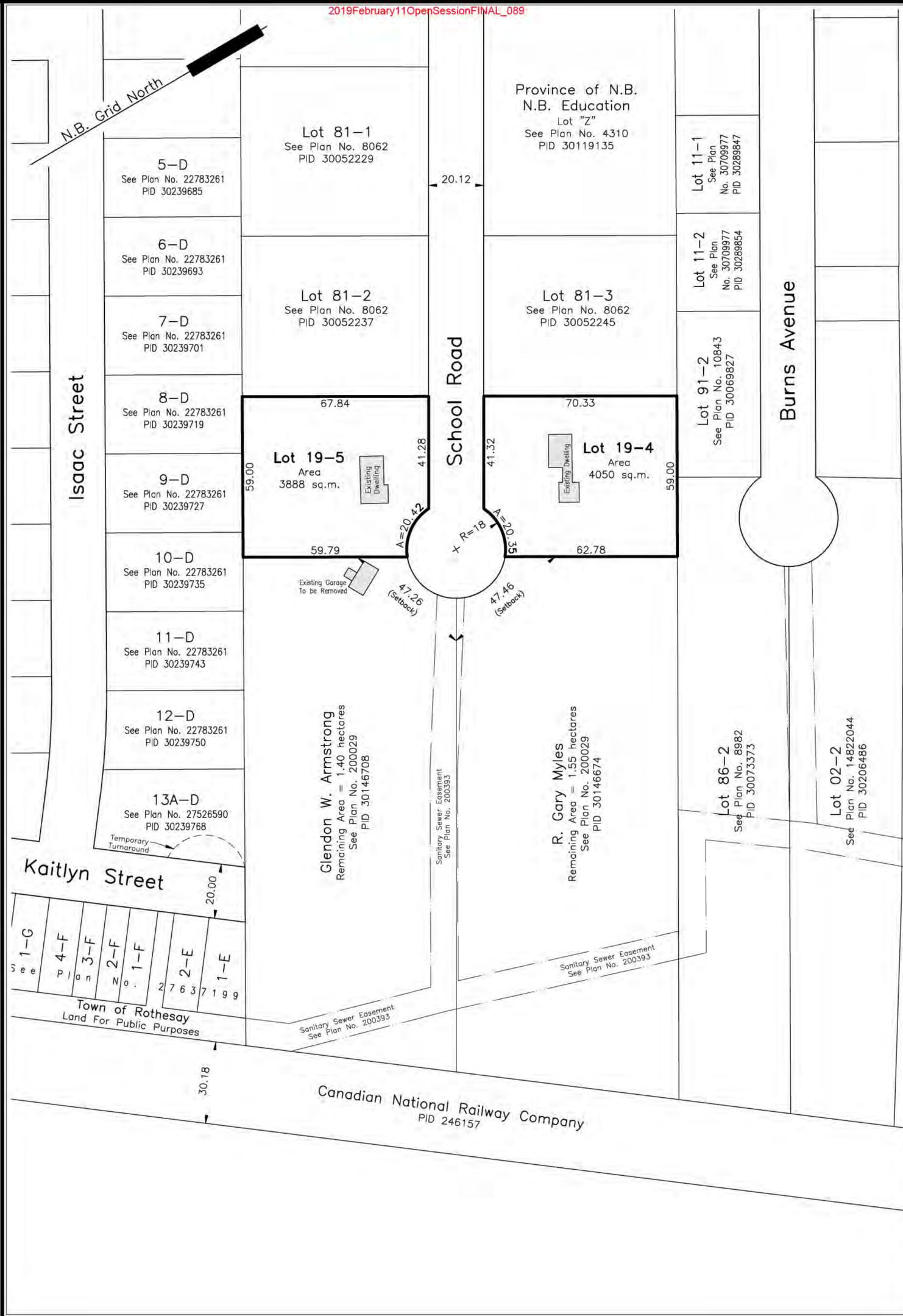




Gary Myles  
39 School Ave

 CN Rail Property  
 Right-of-Way Easement





**Key Plan**  
Scale = 1:15,000

**LEGEND:**

- SMF - Standard survey marker found
- ⊙ SMS - Standard survey marker set
- RIBF - Round iron bar found
- IBF - Square iron bar found
- IPF - Iron pipe found
- CALC - Calculated point
- ▲ NBCM - N.B. Co-ordinate Monument
- sq.m. - Square metres
- A - Arc R - Radius
- Rad.Pt. - Radius point
- ⊖ - Centreline
- Line not to scale
- x- Fence
- PID - Parcel identifier number
- Adj - Adjusted network
- ⊙ - Tabulated co-ordinate reference

A.N.B.L.S. - Association of N.B. Land Surveyors

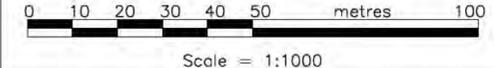
**NOTES:**

- Distances are in METRES.
- Lands dealt with by this plan are bounded thus
- Peripheral information and adjacent names were derived from various sources and should be verified.
- All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
- This plan is for conceptual purposes only. Final dimensions, areas and location of property lines may vary slightly following field survey and lot calculations.

**PURPOSE OF PLAN:**

- To create Lots 19-4 and 19-5.

Tentative Plan  
**R. Gary Myles and  
Glendon W. Armstrong  
Subdivision**  
Town of Rothesay  
Kings County, N.B.



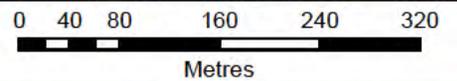
**KIERSTEAD QUIGLEY  
and ROBERTS Ltd.**  
Saint John, New Brunswick

Dated: January 8, 2019  
Job No. 19-0001

Dwg. No. T-0722



Rothesay Quispamsis Connector Trail





# ROTHESAY

2019February11OpenSessionFINAL\_091

## BUILDING PERMIT REPORT

1/1/2019 to 1/31/2019

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
01/18/2019	BP2018-00217	231 BRADLEY LAKE RD	DETACHED GARAGE	\$17,000.00	\$123.25
01/02/2019	BP2018-00218	93 JAMES RENFORTH DR	RENOVATION	\$50,000.00	\$362.50
01/16/2019	BP2018-00219	2524 ROTHESAY RD	UTILITY BUILDING	\$40,000.00	\$290.00
01/18/2019	BP2019-00001	7 CLARK RD	SIDING AND WINDOWS	\$4,617.00	\$36.25
01/29/2019	BP2019-00007	21 HOLIDAY DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
				<b>\$112,617.00</b>	<b>\$832.00</b>
			<b>Summary for 2019 to Date:</b>	<b>\$112,617.00</b>	<b>\$832.00</b>

### 2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$184,400.00</b>	<b>\$1,383.25</b>
<b>Summary to Date:</b>	<b>\$184,400.00</b>	<b>\$1,383.25</b>



# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 6 February 2019  
 RE : Capital Project – Status Report

The following is a list of 2019 capital projects and the current status of each along with continuing projects from 2016 and 2018.

	PROJECT	BUDGET	\$ TO 30/12/18*	COMMENTS
2016 Projects	Wastewater Collection Upgrade (broken down below)	\$7.5M		Project substantially complete, pumping stations commissioned
	• WWTF Phase 1 – Forcemain	2,000,000	100%	Complete
	• WWTF Phase 1 – lift stations (3)	1,600,000	97%	All stations are now commissioned
	• WWTF Phase 1 – lift stations (2)	3,400,00	100%	Both stations are commissioned
	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
	WWTP Phase II design	1.4M <sup>1</sup>	-	Funding application submitted
	Fields & Trails	40,000	85%	Wells rustic trails underway
	Iona/Erisky upgrade	680,000	116%	Project substantially complete
2018 Projects	2018 street resurfacing	1.79M	100%	Project substantially complete
	SCADA upgrade	35,000		New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	90%	Complete
	2019 Resurfacing design	60,000	75%	Survey complete, preliminary design complete
	Town Hall repairs	47,000	100%	Complete
	IT upgrades	90,000	60%	MS Office upgraded
	Fleet Replacement	620,000	83%	1T plow truck ordered
	Trail link R/Q	100,000	-	Partial estimate
	Capital Asset Management Plan	65,200	100%	FCM grant – underway
	Protective Services	81,500	63%	KVFD
	Designated Highways 2019	282,500	-	Subject to grants
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	-	Truck, miscellaneous
	Town Hall	90,000	-	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	-	
	Curb & Sidewalks (Marr Road)	425,000	-	
	Drainage (Church Ave)	1.75M	-	Includes Church Ave utilities – tender date pending borrowing authority
	Fleet/Equipment	665,000	-	
	Rothesay Arena	110,000	-	
	Arthur Miller Field resurfacing	400,000	-	Lower field
	Trails	40,000	-	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Street list preparation in progress
Secondary Plan road design	50,000		Wiljac	
Hillsview/Shadow Hill Court water	450,000	-	Water main replacement, RFP awarded, design underway	
Turnbull Court Design	75,000	-	RFP pending	
Water quantity	300,000	-	RFP pending	

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

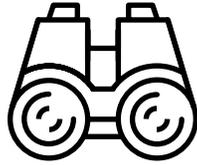
2019February11OpenSessionFINAL\_093

# WORK PLAN

2019

A blurred photograph of a crowd of people walking in a modern, brightly lit interior space, possibly a transit hub or a large office building. The image is overlaid with a semi-transparent blue filter. The people are out of focus, showing only their lower bodies and legs in motion. The floor is highly reflective, mirroring the people above. The overall atmosphere is one of a busy, contemporary environment.

**FRAMING OUR FUTURE**



## VISION

Consistent, long-term economic growth for Greater Saint John region.



## AREAS OF FOCUS

Building on our regional strengths, we must focus on workforce development, entrepreneur development, business investment and innovation, and marketing Greater Saint John to grow the economy.



## ALIGNMENT IN ECONOMIC DEVELOPMENT

This is a plan to guide our efforts, but it is meant to be a galvanizing vision and set of goals that impact multiple economic development organizations.



## ACTION

The intentional actions of the plan will drive measurable outcomes towards strategic goals.



# AREAS OF FOCUS



# AREAS OF FOCUS

- 1 WORKFORCE DEVELOPMENT**  
Attract and retain talent to support the growth of our existing companies and attract new companies to our region.
- 2 ENTREPRENEUR DEVELOPMENT**  
Build the Saint John entrepreneurial ecosystem with a focus on scalable start-ups.
- 3 BUSINESS INVESTMENT & INNOVATION**  
Promote the value proposition for investment and support companies in being globally competitive.
- 4 MARKETING GREATER SAINT JOHN**  
Tell the Greater Saint John story to attract people, investment, and support the growth of our companies.

Our work plan identifies four areas of focus required to grow the regional economy and support the City of Saint John's growth agenda.

## STRATEGIC GOALS 2019 – 2021

### INCREASE IN EMPLOYMENT

**2.5% increase per year** (from 62,500\* to 67,305)

### INCREASE IN LABOUR FORCE

**2.5% increase per year** (from 66,600\* to 71,720)

### INCREASE IN GDP

**0.5% greater than provincial GDP**  
(average 1%)

### INCREASE IN CONSUMER CONFIDENCE

**by 1 index point per year** (average of 99.1)

\*Average of the Monthly Seasonally Adjusted Labour Force and Employment Numbers – by Statistics Canada. (2018)



# 1

## WORKFORCE DEVELOPMENT

### THREE-YEAR GOAL

Build an integrated community model that ensures Greater Saint John companies can attract and retain talent.

### YEAR ONE TARGET

Work with 30 companies to fill 350 stagnant jobs (posted for at least 90 days and still unfilled).

### KEY ACTIONS

- Pilot a multi-agency approach to filling unfilled jobs
- Work with targeted employers to increase their effectiveness and intentionality of recruitment, onboarding and retention efforts
- Identify and implement short-term workforce development initiatives and address challenges
- Promote employment opportunities & benefits of living in Saint John and surrounding areas to newcomers, youth, graduates and potential residents

### COLLABORATORS

PETL  
ACOA  
ONB  
UNB  
NBCC  
NBIF  
MUNICIPALITIES  
SETTLEMENT AGENCIES  
TECH IMPACT  
TRAINING SECTOR  
INDUSTRY GROUPS



## 2

# ENTREPRENEUR DEVELOPMENT

### THREE-YEAR GOAL

A strong entrepreneurial pipeline, industry engagement and post-secondary partnerships drive a new level of growth in Saint John start-ups and scale-ups.

### YEAR ONE TARGET

Support the launch of 30 start ups and 60 new jobs.

### KEY ACTIONS

- Enhance existing programs with a focus on start-ups that can scale to \$1 million in sales and 10+ employees
- Develop a best-in-class incubator by partnering more closely with post-secondary institutions, industry, and subject matter experts
- Increase the size of the start-up and expansion loan portfolio
- Build stronger entrepreneurial pipeline by working closely with our post-secondary institutions, by launching a new start-up internship program and growing the High School IDEA Centre

### COLLABORATORS

PETL  
ACOA  
RDC  
UNB  
NBCC  
CONNEXIONWORKS  
BRILLIANT LABS  
ANGLOPHONE-SOUTH SCHOOLDISTRICT  
TECHIMPACT  
NBIF



# 3

## BUSINESS INVESTMENT & INNOVATION

### BUSINESS INVESTMENT

#### THREE-YEAR GOAL

Working closely with ONB, the region has secured significant investment in the Cybersecurity, Energy, Digital Health and Logistics sectors.

#### YEAR ONE TARGET

300 jobs created through investment attraction.

#### KEY ACTIONS

- Define project scope and secure funding for phase I of Innovation District
  - Work with UNB to have MBA program relocate to Uptown Saint John
  - Engage industry on innovation needs and investment opportunities
  - Conduct feasibility study for Logistics Park Lead and/or support regional opportunities in Cybersecurity, Energy, Digital Health and Logistics
  - Lead projects that drive innovation in Industry (Smart & Connected, Catalyst Innovation Program)

### INNOVATION

#### THREE-YEAR GOAL

Public, private & non-profit invested in development of an Innovation District in Uptown Saint John.

#### YEAR ONE TARGET

Develop concept, feasibility & secure partner buy-in for an Innovation District.

#### COLLABORATORS

ACOA  
ONB  
OTHER FEDERAL/PROVINCIAL PARTNERS  
MUNICIPALITIES  
DEVELOP SJ  
SJ ENERGY  
SAINT JOHN ENERGY  
PORT SJ  
CYBER NB  
HORIZON HEALTH  
UNB  
NBCC  
INDUSTRY PARTNERS  
ATLANTICA CENTRE FOR ENERGY  
NBIF  
TECHIMPACT



## 4

# MARKETING THE GREATER SAINT JOHN STORY

### THREE-YEAR GOAL

Positive image of the community and its opportunities internally/externally which leads to more people attracted to living & investing in the region.

### YEAR ONE TARGET

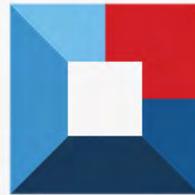
Collaborate with agencies/municipalities to create a shared marketing tool box, complete economic development marketing plan for Greater Saint John & acquire resources to implement the campaign.

### KEY ACTIONS

- Conduct research with our partners to inform the development of a marketing plan
- Access resources and expertise to develop and implement an internal and external marketing campaign
- Deliver consistent communications to community stakeholders on marketing, projects and programming related to areas of focus

### COLLABORATORS

MUNICIPALITIES  
DEVELOP SJ  
DISCOVER SJ  
ONB  
PETL  
UPTOWN SJ  
LOCAL MEDIA  
RESIDENTS



# ECONOMIC DEVELOPMENT

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GREATER SAINT JOHN

40 King Street, Saint John, NB E2L 1G3  
(506) 658-2877 ■ [info@enterprisesj.com](mailto:info@enterprisesj.com)



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 6 February 2019  
RE : Agreement between the Town via the Rothesay Age Friendly Resource Centre (Rothesay Hive) and the Greater Saint John YMCA

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**Recommendation:**

The Rothesay Age Friendly Advisory Committee recommends<sup>1</sup> that Council: authorizes the execution of the attached agreement with the Greater Saint John YMCA for the operation of the Rothesay Hive. (A copy formatted for execution will be prepared if Council agrees with the substance contained in the attached draft.)

**Background:**

Some months ago, Rothesay began to seek designation as an 'Age Friendly' community. Residents were invited to participate, a committee was formed and a variety of actions was taken resulting in Rothesay receiving the *Age Friendly* community designation from the Provincial Government. One of the recommendations arising from the work of the Committee was the establishment of a seniors' resource centre. It was agreed that some surplus space in the Town Hall could serve such a purpose and grant applications were made to the federal government for renovation costs and the addition of washrooms. The renovation work is substantially complete.

As the project progressed, it became apparent that a key decision was how to operate the facility. Various possibilities were discussed including hiring staff, seconding Town personnel and depending on volunteers for the day-to-day work required. Concurrently the Greater Saint John YMCA had adopted an objective to expand its presence and Kennebecasis Valley. The YMCA was one of the organizations actively participating in the development of the Age Friendly concept and it appeared possible to representatives of both groups that a cooperative project could be developed. Accordingly, the Age Friendly Committee is recommending that a partnership with the YMCA be initiated. The attached draft agreement is intended to provide some structure to that partnership.

Councillor Wells on behalf of the Age Friendly Committee and representatives of the Greater Saint John YMCA will provide any additional background required at the Monday night meeting.

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<sup>1</sup> see item 6.1 Rothesay Age Friendly Advisory Committee – 23 January 2019

**Purpose:**

The purpose of this agreement is to describe the roles and responsibilities of the town of Rothesay (Town) and the Greater Saint John YMCA (YMCA) in the management and operation of the ROTHESAY HIVE Age-Friendly Centre (Centre).

**Reporting:**

The town of Rothesay's Age-Friendly Committee (Committee) shall act in an advisory capacity and work collaboratively with the YMCA in the development of programs and services at the Centre.

The designated YMCA representative(s) shall report monthly to the Committee. The Committee will be responsible to the Town and shall report at least annually.

**Operational Philosophy:**

The Centre shall use a membership driven operating structure under the leadership of the YMCA that is reflective of the shared values, mission and strategic direction of the Centre and the YMCA.

Programs delivered by partner organizations at the Centre shall be coordinated by the YMCA and fall within the membership structure and/or as per an alternative agreed delivery mechanism determined by the YMCA in consultation with the Committee.

**Term:**

The term of the agreement will be from the date of signing the contract until June 30<sup>th</sup>, 2020. The Parties will review the agreement during the spring of 2020 and may agree to extend the contract for three (3) years or such other period as they may agree.

**Rothesay is responsible for the following:**

- Setting the strategic objectives, vision and mandate of the Centre through the Committee and consulting with the YMCA prior to amendments being made;
- Providing the space for the Centre at no charge include heat, lights, sewage, water, internet (Wi-Fi), phone & phone line, and occasional photo copier usage;
- Insuring the facilities, fixtures and equipment against fire and other damage, as well as obtaining liability insurance;
- Cleaning all spaces of the Centre outside of operating hours;

- Emptying garbage and recycling bins of the Centre at the end of each day;
- Removing the snow from entrances, walkways, and parking lots to allow access to the Centre;
- Providing the start-up capital equipment for the Centre as well as any ongoing and/or replacement capital requirements to allow for the delivery of programs and services;
- Ensuring the YMCA retains sole authority for the programming of the Centre and not permit or cause to be permitted programs, services or usage of the Centre not approved by the YMCA in consultation with the Committee;
- Adhering to Y Branding guidelines and allow YMCA branding on the Centre and in the promotional marketing of the Centre in consultation with the Committee (co-branding);
- Ensuring that the Committee members complete and meet YMCA volunteer screening policies and practices;
- Consulting and collaborating with the YMCA in any sponsorship and/or fundraising efforts for the Centre to ensure opportunities align with YMCA branding guidelines and any ongoing YMCA Philanthropic efforts; and
- Providing tools and access to help the YMCA communicate effectively with the community.

**YMCA is responsible for the following:**

- Providing and supervising all Human Resource functions as they relate to the operation of the Centre;
- Providing leadership and staffing for the development, delivery, implementation, promotion and operations of all programs in the Centre;
- Leading volunteer recruitment, screening, training, and scheduling for the Centre and Committee Members shall undergo YMCA Volunteer screening;
- Working collaboratively with community and partners in the development of programs for the Centre;
- Maintaining and tracking metrics pertaining to the Centre's operations and making such records available to the Committee;
- Suggesting capital improvements to the Committee annually;
- Managing and operating the Centre in accordance with a work plan that is approved annually by the YMCA and the Town through the Committee and is reflective of the Centre's strategic

vision and mandate (as determined by the Committee in consultation with the YMCA) in place at that time;

- Leading the financial oversight for the delivery of programs and services;
  - Taking a proactive and consultative approach with the Committee to ensure the Centre's financial sustainability while working collaboratively to implement timely service delivery adjustments that supports financial sustainability of the Centre;
  - Maintaining liability insurance on its activities relation to the Centre;
  - Ongoing development opportunities to ensure consistency in program and service delivery; in addition to adherence to the YMCA Best Practices, including but not limited to the YMCA SAM Standards and Child Protection Policies and Processes; and
  - Providing leadership when applying for program related grants and funding opportunities.
-



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 8 February 2019  
RE : Age Friendly Advisory Committee

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## RECOMMENDATIONS:

- Rothesay Council accept the final report from the Age Friendly Advisory Committee and dissolve the Age Friendly Advisory Committee, in accordance with Section 108 of Procedural By-law 2-14
  
- Council refer the establishment of a standing committee for the Rothesay Hive to staff and the Nominating Committee to prepare a schedule amendment to Procedural By-law 2-14 and a recommendation for the Committee mandate, composition and committee appointments respectively

## BACKGROUND

The Age Friendly Advisory Committee passed the following motions at its January 23, 2019 meeting:

**MOVED** by J. Gahagan and seconded by D. O'Connor to dissolve the Age Friendly Advisory Committee.

**CARRIED.**

**MOVED** by Counc. Shea and seconded by H. Stilwell to recommend to Council to establish a standing committee for The Rothesay Hive.

**CARRIED.**

**MOVED** by D. O'Connor and seconded by M. Boyle to recommend that Council receive Counc. Wells final report on the Age Friendly Advisory Committee.

**CARRIED.**

***DRAFT***  
**Age Friendly Advisory Committee**  
**Final Report**  
**February 2019**

In the summer of 2016 the newly elected Rothesay Town Council set its priorities. One priority established was to become an Age Friendly community and achieve the provincial designation. 31% of Rothesay residents are 55 years of age and older, with that number projected to increase. New Brunswick has the second highest percentage of people aged 65 and older in Canada. The objective of Rothesay Council is to allow Rothesay seniors to “age in place”.

The following steps had to be done to achieve the Age Friendly Designation:

1. Pass a resolution of Council
2. Establish an Age Friendly Steering Committee
3. Conduct an assessment (survey)
4. Create an action plan based on assessment results

Councillor Miriam Wells, Mayor Nancy Grant and Town Manager Jarvie spent the next several months speaking to provincial representatives, including Minister for Seniors Lisa Harris and Laurie Young, a consultant for the Wellness Branch of the Department of Social Development. A call for interested residents was issued and meetings were held with these residents in an effort to establish a path forward beginning in March, 2017.

The first meeting of the Age Friendly Advisory Committee occurred on October 18, 2017. The Age Friendly Advisory Committee met on a monthly basis and identified the following objectives:

1. Receive recommendations from the Information Sub-Committee regarding where to place electronic and traditional signs. Make a recommendation to Rothesay Town Council
2. Receive recommendations from the Information Sub-Committee regarding recommended content for both electronic and traditional signs. The Sub-Committee will also advise how this information will be managed.
3. Authorize the recommendation from the Survey Sub-Committee for the survey to be used and the ways it will be completed by as many residents in Rothesay as possible.
4. Receive, disseminate and discuss the results of the survey and make recommendations to Rothesay Council for an action plan to make Rothesay a more Age Friendly community.
5. Present the action plan to the citizens of Rothesay
6. Recommend the formation of sub-committees as needed to implement the action plan.
7. Apply for the Age Friendly designation by March 31, 2018.

In response Rothesay Council adopted the following resolution on 14 November 2017:

*Whereas the Town of Rothesay has realized the importance of providing our seniors with a good quality of life;*

*Whereas the Town of Rothesay seeks to engage our citizens in making our community a better, healthier and safer place for seniors to live and thrive;*

*Whereas the Town of Rothesay would like to build on the momentum of the Canadian and global movement of Age Friendly Communities, originally initiated by the World Health Organization (WHO), to meet the needs of our aging population, promote the active participation and wellness of seniors in our community, and develop a more inclusive community.*

*It is therefore moved by: Councillor Bill McGuire  
And seconded by: Deputy Mayor Matt Alexander*

*Be it resolved that the Town of Rothesay is committed to:*

*Engage in an Age Friendly Community approach, which is designed to improve the well-being of all of our citizens, and to share our experiences with other communities; and*

*Endorse the formation of the Age Friendly Advisory Committee that will be accountable to Rothesay Town Council to coordinate the Age Friendly Community approach. This Committee will be responsible for implementing an approach leading to an action plan, shaped by the community's reality, to improve the quality of life of seniors.*

Working committees were formed to meet the objectives required for Rothesay to apply for the Age Friendly designation. These sub-committees included the following:

1. Survey Sub-Committee
2. Information Sub-Committee
3. Housing Sub-Committee
4. Seniors Forum Sub-Committee
5. Outreach Sub-Committee
6. Seniors Resource Centre Sub-Committee

### **Survey Sub-Committee**

The Survey Sub-Committee assessed the surveys used around the province and ultimately customized a survey for Rothesay. The committee worked diligently to prepare the survey and distribution began in December 2017. The survey was circulated until mid-January 2018 and 289 surveys were completed. In partnership with the YMCA, analysis of the data resulted in five action items:

1. Create a Seniors Resource Centre.
2. Form a sub-committee to examine housing options for seniors and propose recommendations for modifications to the municipal plan.
3. Ask the Parks and Recreation Committee to look at the number and location of benches and washrooms where residents walk and coordinate with the Information Sub-Committee on how to inform residents of the placement of benches and washrooms and how they can notify the Town of any concerns they may have.
4. Plan and execute a Seniors Forum and publicize the results of the survey.
5. Establish an outreach program.

### **Information Sub-Committee**

The Information Sub-Committee was initiated in order to assess how the Town might better communicate with its residents, in particular those over 55 years of age. An application was successfully made for a Canada 150 grant to purchase for three electronic kiosks as well as money to construct two traditional bulletin boards. The Information Sub-Committee discussed at length what information should be shared and the best way to do so and established terms of reference. The biggest challenge has been the electronic kiosks. Ideally they would allow for residents to use the touch screen to access information on the Town web page. Unfortunately, inappropriate sites have been accessed so it was decided to make the kiosks static without accessing links to information. The Town will continue to monitor the kiosks. This committee has met periodically since its inception in November 2017 and is now finished its mandate. It was agreed that senior specific information can now be distributed via the Rothesay Hive as well as the other sources of information available at the Town.

### **Housing Sub-Committee**

The Housing Committee met over the course of nine months before presenting their findings. Ultimately it found that the information gleaned from the Age Friendly Housing Background Study done by Square Peg Consulting, a group of four graduate students from Dalhousie University, best summarized what needs to be considered as Rothesay updates its municipal plan.

### **Seniors Forum Sub-Committee**

After the results of the survey were compiled, a Seniors Forum Sub-Committee planned three open house events. The open houses occurred on April 12/19/26, 2019 at various locations in Rothesay. An overview of Rothesay's Age Friendly efforts and a summary of the questionnaire results were presented and followed by an opportunity for residents to ask questions.

### **Outreach Sub-Committee**

The survey results indicated that the majority of seniors feel safe in Rothesay. The Age Friendly Advisory Committee believed there was an opportunity to reach out to more vulnerable residents. Committee members from Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force and the Canadian Red Cross worked together to find a way to connect with residents in a coordinated way, provide education for improved safety and an opportunity to check in with residents who do not leave their homes easily. This process is still underway. When the program is unveiled, it will be a unique offering in the province. The Outreach Sub-Committee will report to and work with the Rothesay Hive Committee.

### **Senior Resource Centre Sub-Committee**

The Senior Resource Centre Sub-Committee has worked tirelessly since April 2018. It will become a standing committee of Council that will oversee operation of the Rothesay Hive (the Age Friendly Resource Centre) that will open in the spring of 2019 at its location at Rothesay Town Hall. The space was renovated thanks to a Federal grant under the New Horizons for Seniors program and the Enabling Accessibility Fund provided a grant to allow for construction of accessible washrooms for public use at Rothesay Town Hall.

The Rothesay Hive will operate in partnership with the YMCA. It will be open every day with scheduled activities, speakers and social events overseen by a staff person hired by the YMCA. The Mission Statement for the Rothesay Hive is to nurture the well-being of seniors in Rothesay through intergenerational communication, outreach, activities and education. The mandate for the Rothesay Hive is as follows:

*Rothesay Hive provides a variety of activities that foster senior well-being. These activities will be a mixture of socialization and connection, health and wellness, arts, crafts, culture and music.*

*Rothesay Hive values a partnership with YMCA of Greater Saint John (Y) to help manage and deliver services to the citizens of Rothesay.*

*Rothesay Hive provides education to seniors by hosting periodic information sessions from local experts and organizations.*

*Rothesay Hive promotes intergenerational socialization by asking students from local schools to provide expertise in learnings like computers, partnership in activities such as storytelling, and being welcome to social visits.*

*Rothesay Hive is a resource center for seniors by compiling and updating a list of service providers. These providers may be private businesses that offer fee for service, government agencies for all aspects of senior care, volunteer organizations that provide a range of activities for seniors and individual volunteers willing to help seniors at home.*

*The Rothesay Hive supports initiatives that reach out to seniors in their homes to prevent isolation. The Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force provide programs that support seniors living in their homes and the Canadian Red Cross Community Check-in Program provides seniors with friendly check-in phone calls from local volunteers. These programs present an opportunity to share the Rothesay Hive as a resource and encourage seniors to get involved in events and activities.*

*Rothesay Hive offers support to caregivers and families of seniors by offering adult day care programs.*

*Rothesay Hive is a welcoming place for newcomers by hosting newcomer events, invitations to all activities, and providing practical information through advice and literature.*

### **Parks and Recreation**

The final action item identified from the survey was to add to the Town's complement of benches and washrooms along the main walking arteries in Rothesay. This has been achieved with new washrooms located in the pumping station building on Rothesay Road and two seasonal toilets added to the Hillside Trail and Jordan Miller Park. Seven new benches are in the budget for 2019 and will be added in the spring by Parks and Recreation staff.

Six months after establishing the Age Friendly Advisory Committee an application for the Age Friendly designation was submitted to the provincial government. In August 2018 the Town was notified that they had attained the designation. The designation is an incredible achievement in a relatively short time frame that was made possible by the hard work of the Age Friendly Advisory Committee, the many sub-committees and Town staff.

Thank you.

Councillor Miriam Wells  
Chair – Rothesay Age Friendly Advisory Committee



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 11, 2019**

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

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** February 4, 2019

**SUBJECT:** "Rothesay Corner" Intersection

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### **RECOMMENDATION**

It is recommended that Council receive the following report for information.

### **ORIGIN**

A citizen inquired about the possibility of signage and/or additional traffic flow amendments to alleviate congestion and possible conflict at the intersection of Rothesay Road/ Gondola Point Road/ Hampton Road/ Station Road known as "Rothesay Corner".

### **BACKGROUND**

The citizen concern/request was reviewed by the Works and Utilities Committee at a meeting in the fall of 2018. The recommendation from the Committee was for the Director of Operations to explore the possibility of changing Station Road from "Rothesay Corner" to Rothesay Park Road to a one-way street from its current two-way status. This change would, according to Committee members, potentially relieve congestion by redirecting Station Road traffic from the "Rothesay Corner" intersection to the Station Road/ Gondola Point Road intersection where geometry and sightlines are better. The implications of such a change were discussed by Committee members at their meeting on January 23, 2019 and a recommendation to move forward with the changes is included with the minutes from that meeting.

### **DISCUSSION**

The "Rothesay Corner" Intersection is a high volume intersection with less than desirable geometry of the various intersection legs. Staff has, in past years, reviewed the possibility of implementing a roundabout in this

location to better manage the approach angles, improve flow and relieve congestion. The cost of such a solution was significant and would have involved the loss or relocation of a historically significant structure adjacent to the intersection.

The current proposal to limit flow direction on Station Road between the intersection and Rothesay Park Road would have a two pronged effect; it would eliminate the input leg of the intersection with the worst approach angle and would decrease volume through the intersection assuming that some vehicles would reach Hampton Road, Gondola Point Road and Rothesay Road destinations via alternate routes.

The proposal would include the following signage additions at the “Rothesay Corner” intersection:

- 1) a sign for no left turn onto Station Road at the intersection of Station Road and Rothesay Park Road;
- 2) a sign for no left turn from Rothesay Road onto Station Road at the “Rothesay Corner” intersection;
- 3) a Sign for no entry from Hampton Road to Station Road and the “Rothesay Corner” intersection;
- 4) a sign for no left turn from Station Road onto Gondola Point Road at the intersection “Rothesay Corner” intersection.

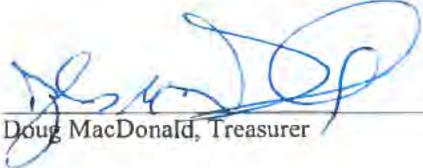
The Committee’s motion to recommend the change in traffic flow includes a recommendation to notify local residents in writing and allow time for concerns to be brought forward. The attached letter and associated schematic will be delivered to area residents and comments will be received by the Clerk’s office until March 6, 2019 at noon, the deadline to be included as part of the March Council Agenda. In order to allow time for residents to receive the information and submit comments, staff suggest that Council delay dealing with the Committee’s (January) motion until March.

**FINANCIAL IMPLICATIONS**

The financial implications of this change would be limited to minor signage and paint marking changes and public engagement to alert motorists to the change.

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Report Prepared by:  \_\_\_\_\_  
Brett McLean, Director of Operations

Report Reviewed by:  \_\_\_\_\_  
Doug MacDonald, Treasurer



Brett McLean  
Director of Operations, Rothesay  
70 Hampton Road,  
Rothesay, NB, E2E 5L5

| 506 848 6600

February 4, 2019

Dear Resident:

I am writing to inform of a proposed traffic pattern change in your area.

The Town's Works and Utilities Committee has reviewed the flow pattern at the intersection of Rothesay Road, Gondola Point Road, Hampton Road and Station Road commonly referred to as "Rothesay Corner". The result of the Committee's review was to make a recommendation to Council that Station Road between Rothesay Road and Rothesay Park Road be converted to a one-way street. In addition to only travelling in one direction, such a change would also include the following prohibitions:

- No left turn from Rothesay Road onto Station Road at Rothesay Corner;
- No entry to Station Road from Hampton Road at Rothesay Corner;
- No left turn from Station Road towards Rothesay Corner from the point where Station Road intersects Rothesay Park Road.

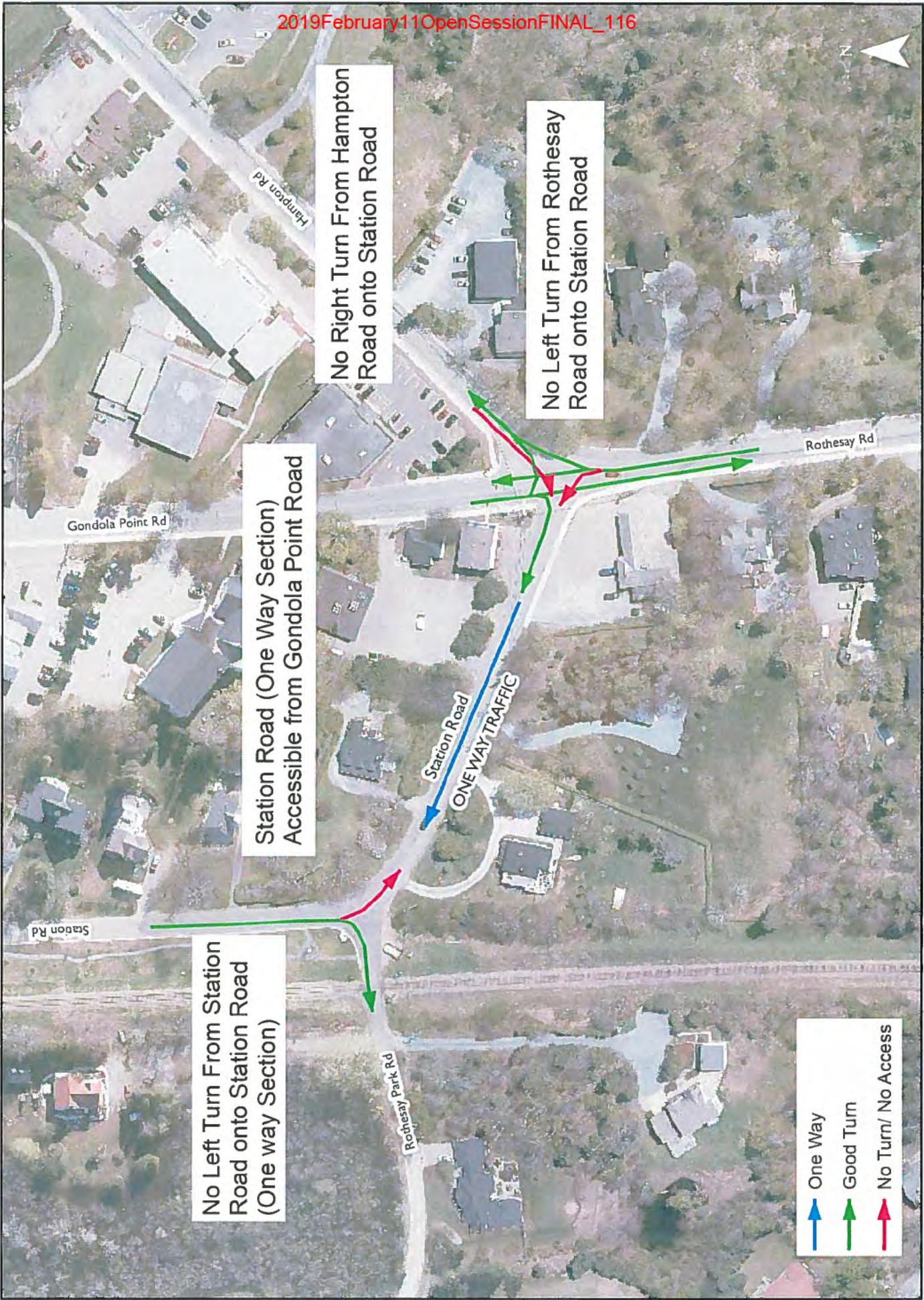
The proposed changes to traffic flow at Rothesay Corner will require an amendment to bylaw 3-03: [A By-law of the Municipality of Rothesay to Regulate Traffic](#). It is anticipated that Rothesay Council will review this recommendation and proposed amendment at their regularly scheduled meeting of March 11, 2019. Residents wishing to comment on the proposed amendment and subsequent traffic pattern change may do so by email no later than Wednesday, March 6 at 12 noon to the Clerk's office ([MaryJaneBanks@Rothesay.ca](mailto:MaryJaneBanks@Rothesay.ca)), in writing (Rothesay, 70 Hampton Road, E2E5L5) or by advising the Clerk no later than Wednesday, March 6 at 12 noon if they wish to appear before Council on Monday, March 11, 2019.

Best Regards,

Brett McLean



Rothesay Corner Traffic Pattern Change



No Right Turn From Hampton Road onto Station Road

No Left Turn From Rothesay Road onto Station Road

Station Road (One Way Section) Accessible from Gondola Point Road

No Left Turn From Station Road onto Station Road (One way Section)

- One Way (Blue arrow)
- Good Turn (Green arrow)
- No Turn/ No Access (Red arrow)



2019February11OpenSessionFINAL\_117

# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 24 January 2019  
RE : Station Road traffic pattern change

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Please be advised the following motion was passed by the Works and Utilities Committee at its regular meeting on January 23, 2019:

**MOVED** by Counc. Wells and seconded by P. Boudreau the Works and Utilities Committee advise Council to endorse the reassignment of the section of Station Road between Rothesay Road and Rothesay Park Road from a two-way street to a one-way street and further; that letters be sent to affected property owners in advance of the February 11<sup>th</sup> Council meeting to give residents a chance to voice their opinion.

ON THE QUESTION:

P. Boudreau suggested an email address be included in the letter for people to respond.  
**CARRIED.**

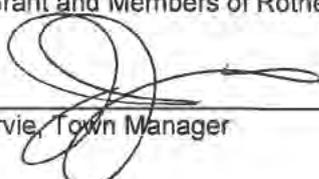


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 11, 2019**

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

**SUBMITTED BY:**

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

**DATE:** February 11, 2019

**SUBJECT:** R2018-012: Synthetic Turf Supply and Installation

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### **RECOMMENDATION**

It is recommended that Mayor and Council award contract R2018-012: Synthetic Turf Supply and Installation in the amount of \$498,812.50(including hst) to GTRTurf and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2019 General Fund Capital Budget included an amount of \$400,000 for the supply and installation of synthetic turf on the Arthur Miller Lower Field. The estimated amount was obtained through consultation with various artificial turf companies and research on recently completed projects in the region.

### **BACKGROUND**

The Arthur Miller Fields opened on June 13, 2008. The fields have operated from April to November for the past 11 years with an average weekly use of 50-60 hours. The projected life span of the fields in 2008 was 10-12 years. Budget concerns were expressed at the time and, as a result, a less expensive turf product was installed on the lower field, with the expectation it would require replacement earlier than the upper field turf.

The fields are tested each year for compaction to determine the Gmax (hardness) level. As indicated in the attached report prepared by Labosport, the lower field is in worse shape than the upper field and has failing Gmax levels. Elevated Gmax levels can result in more frequent injury occurrence, along with increased risk of concussions.

An RFP was issued for installation and supply of synthetic turf on the Arthur Miller Lower Field through the New Brunswick Opportunities Network (NBON) on December 20th, 2018 with a closing date of January 29<sup>th</sup>, 2019.

### **Tender Results**

The RFP closed on January 29, 2019 with three bids submitted. Results of the compliant bids including HST below:

GTRturf Ltd.	St-Colomban, QC	\$498,812.50
FieldTurf #1	Eldersbank, N.S.	\$583,803.25
FieldTurf #2	Eldersbank, N.S.	\$659,661.85

The submission from GTRTurf Ltd met the requirements set out in the tender.

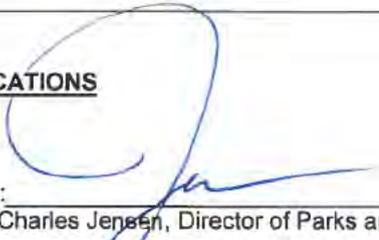
### **Financial Implications**

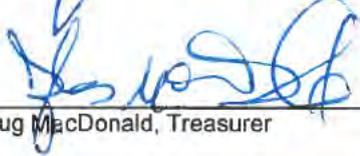
The 2019 Recreation Capital Budget included funding relating to this project in the amount of \$400,000.00. The expenditure plan was to draw this amount from existing debt obligations for recreation projects.

After deducting the HST rebate payable to the Town the net cost of the project, should the proposal be accepted, is approximately \$452,000.00 or \$52,000.000 more than budgeted. The additional funds can be obtained from existing capital reserves.

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### **FINANCIAL IMPLICATIONS**

Report Prepared by:   
Charles Jensen, Director of Parks and Recreation

Report Reviewed by:   
Doug MacDonald, Treasurer

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

## TEST REPORT

### Technical evaluation of an artificial turf field

Tests performed according to ASTM F355 and ASTM F1936 standards

Report number **R18108CAN-B1**

Field **Arthur Miller – Soccer Field**  
Rothesay, NB

Client **Charles Jensen**  
Director of Recreation and Parks, 70 Hampton Road, Rothesay N.B. E2E 5L5

Date **June 18<sup>th</sup>, 2018**

*This report contains 3 pages in total. Reproduction of this report is authorized only in its entire form. Results reported are valid only for the products tested. To declare the conformity (or not), the uncertainty of the results was not taken into account. Detailed results are available on request.*

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



# Technical evaluation of an artificial turf field



## INFORMATION

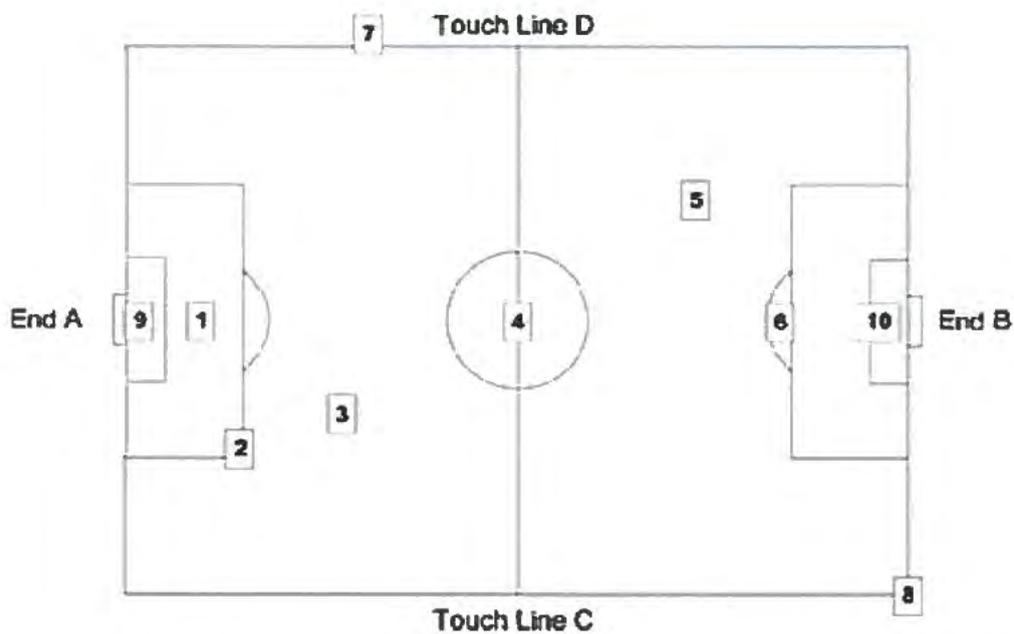
Location	Rothesay Elementary School / Arthur Miller Fields		
Address	70 Hampton Road, Rothesay, N.B. E2E 5L5		
Product installed	<i>Unknown</i>		
Manufacturer	<i>Unknown</i>		
Date of Installation	2008		
Date of tests	June 15 <sup>th</sup> 2018	Labosport technician	Daniel Po
Air temperature	20°C	Relative humidity	55 %



*General view of the Soccer field*

**RESULTS**

Property	Method	Tests locations										Requirements ASTM F1936	Pass/Fail
		1	2	3	4	5	6	7	8	9	10		
Gmax - Impact attenuation (G)	ASTM F355	190	171	175	216	173	202	171	178	216	186	< 200 G	Fail
Infill depth (mm)	EN 1969	28	30	30	29	30	26	33	30	28	26	-	-



Non—Test points 7 and 8 are shown for information purposes only. Actual locations are selected at the time of the test and may vary from those illustrated.

**FIG. 2 Test Point Locations for Soccer**  
**ASTM F1936 Test location layouts**

**REPORTED BY**

Daniel Po  
(Laboratory Technician) - Writer

Thomas Amadei, T.P.  
(Lab Manager) - Approver



2019 February 11 Open Session FINAL\_123

# ROTTESAY MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 28, 2019
RE	:	Local Improvement Levy

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In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2019. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

### Warrant of Assessment

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

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2019 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$59,073.37

Dated: 11 February 2019

\_\_\_\_\_  
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	\$10.00
3/4 inch	\$195.00	\$13.00
1 inch	\$243.00	\$16.20
1 1/2 inch	\$573.00	\$38.20
2 inch	\$810.00	\$54.00

### 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

\*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" based upon the typical meter size required by similar properties connected to the system.

### INTEREST (Section 7)

1.25% per month, compounded monthly.

### NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

### STAND-BY SPRINKLER CHARGES (Section 7)

<u>Main Size</u>	<u>Annual Charge</u>
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 and Institutional:
  - (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
4. Water System Access Fee – Residential Apartment Complexes:
 

Access Fee Charge	\$1,500.00/equivalent user unit
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### 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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**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 <sup>3</sup>	over 96 up to 800 m <sup>3</sup>	above 800 m <sup>3</sup>	up to 72 m <sup>3</sup> /unit	above 72 up to 600 m <sup>3</sup> per unit	above 600 m <sup>3</sup> /unit	up to 3250 m <sup>3</sup>	above 3250 m <sup>3</sup>
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