



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, June 10, 2019**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES**                      Regular Meeting                      13 May 2019

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

- 4.1 Proposed changes to traffic flow on Station Road**    Elaina Campbell  
   Kevin Beaupre  
   Rod Adams  
   John Wheatley  
   Michael Oland (*see item 8.2*)
- 4.2 Rothesay Park Road**     Mel Clark (*see item 9.3*)

**5. CORRESPONDENCE FOR ACTION**

- 5.1 28 May 2019                      Email from resident RE: Property lighting on Highland Avenue  
**Refer to the Works and Utilities Committee**
- 5.2 29 May 2019                      Letter from Hockey New Brunswick RE: Regional Ice Strategy  
**Refer to the Fundy Regional Service Commission**
- 5.3 30 May 2019                      Letter from resident RE: Request for line painting on Appleby Drive  
**Refer to staff**
- 5.4 5 June 2019                      Emails (2) from resident RE: Sewer charges  
**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

N/A

**7. REPORTS**

- 7.0 **June 2019**     **Report from Closed Session**
- 7.1 29 April 2019                      Fundy Regional Service Commission (FRSC) Meeting Minutes
- 25 March 2019                      FRSC Meeting Minutes
- 28 January 2019                      FRSC Meeting Minutes
- 7.2 20 March 2019                      Kennebecasis Public Library (KPL) Board Meeting Minutes
- 28 February 2019                      KPL Comparative Income Statement
- 31 January 2019                      KPL Comparative Income Statement
- 17 April 2019                      KPL Board Meeting Minutes
- April 2019                      KPL Librarian's Report
- 31 March 2019                      KPL Comparative Income Statement

**ROTHESAY**

Regular Council Meeting

Agenda

-2-

10 June 2019

- 7.3 24 April 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes
- 30 April 2019 KRJBPC Statement of Financial Position
- 16 May 2019 KRJBPC Call Summary
- 9 May 2019 KRJBPC 2018 Audited Financial Statements
- 2018 KRJBPC Annual Report
- 7.4 30 April 2019 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2019 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 April 2019 Donation Summary
- 23 May 2019 Draft Finance Committee Meeting Minutes
- Riverside Country Club – 2020 Canadian Masters Curling Championships
- 7.5 21 May 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 14 May 2019 Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 21 May 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.7 22 May 2019 Draft Works and Utilities Committee Meeting Minutes
- Rothesay Park Road (*see item 9.3*)
- 7.8 May 2019 Monthly Building Permit Report
- 7.9 7 June 2019 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Station Road**

- 11 April 2019 Letter to residents RE: Proposed traffic pattern change – Rothesay Corner  
Signage Mock-ups (3)
- Various* Correspondences (10) from residents RE: Proposed traffic flow changes to  
Station Road

*Refer to the Works and Utilities Committee***8.3 Police Protection By-law 3-19**

- 15 May 2019 Memorandum from Town Clerk Banks
- DRAFT Police Protection By-law 3-19

**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Proposed changes to traffic flow on Station Road***Dealt with above under item 8.2***9.1.2 Rothesay Park Road***See Item 9.3*

# ROTHESAY

2019June10OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

-3-

10 June 2019

## ADMINISTRATION

### 9.2 Rothesay 2018 Annual Report

7 June 2019

DRAFT

Memorandum from Town Manager Jarvie

Rothesay 2018 Annual Report

## OPERATIONS

### 9.3 Flood Prone Neighbourhood Concerns

6 June 2019

*Various*

Memorandum from Town Manager Jarvie

Correspondence (3) from residents RE: Flood Prone Neighbourhood Concerns

## COUNCIL REQUESTS

### 9.4 Pits and Quarries

4 June 2019

Memorandum from Counc. Shea

*Refer to staff for a report*

### 9.5 Developer's Agreement – 23 Marr Road

4 June 2019

Memorandum from Counc. Shea

*Refer to staff for a report*

### 9.6 Stormwater Management Master Plan and Flood Mitigation Plan

4 June 2019

Memorandum from Counc. Shea

*Refer to staff for a report*

## 10. NEXT MEETING

**Regular meeting**

Monday, July 8, 2019

## 11. ADJOURNMENT

2019June10OpenSessionFINAL\_019

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Property Lamp Posts on Highland Avenue  
**Date:** May-29-19 3:50:25 PM

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

From:  
Date: Tue, May 28, 2019 at 6:54 PM -0300  
Subject: Property Lamp Posts on Highland Avenue  
To: "Nancy Grant" <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>

ATTENTION: Mayor Nancy Grant and Town Council

Good evening,

I had previously sent an email to Brian White about the issue below and he told me that Rothesay has no legal responsibility or authority to enforce this issue. He said Scott Bros has the legal authority to enforce. I talked with Scott Bros and they said they haven't been involved for many decades and no longer hold any covenant requirements for any resident in this area.

I am hoping you can let me know how to get residents to turn their lights on. I counted the houses again last night and 10 still have no lights. Please see email trail - the original email from me is at the very bottom.

Kind Regards,

8 Harry Miller Court

Sent from my iPhone

Begin forwarded message:

**From:** "Graves, Tom" <[Tom.Graves@homehardware.ca](mailto:Tom.Graves@homehardware.ca)>  
**Date:** May 9, 2019 at 4:16:13 PM ADT  
**To:** [REDACTED]  
**Subject:** RE: Property Lamp Posts

Hi [REDACTED]

I had a chance to speak to Ron Sr. and bring this issue to his attention.

Essentially, our position is a simple one. We haven't been involved with Highland Avenue (and surrounding area) in many decades. We no longer hold any covenant requirements for any resident in that area.

The obligation is on the individual home owner to keep their property properly



illuminated.

Thank you.

Tom

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**From:** [REDACTED]  
**Sent:** Wednesday, May 08, 2019 2:51 PM  
**To:** Graves, Tom <[Tom.Graves@homehardware.ca](mailto:Tom.Graves@homehardware.ca)>  
**Subject:** Fwd: Property Lamp Posts

Hi Tom:

Per our telephone conversation a few minutes ago attached is the correspondence between myself and the town of Rothesay.

I would like to understand your position on this matter.

Thanks for taking the time to look into this,

Kind Regards,

[REDACTED]  
[REDACTED]

Sent from my iPhone

Begin forwarded message:

**From:** Brian White <[BrianWhite@rothesay.ca](mailto:BrianWhite@rothesay.ca)>  
**Date:** May 8, 2019 at 11:42:46 AM ADT  
**To:** [REDACTED]  
**Subject: RE: Property Lamp Posts**

[REDACTED]

The requirement for driveway/property lamp posts is a private covenant requirement between Scott Bros. Ltd. and the individual property owners. The Town of Rothesay has no legal responsibility or authority that it can exercise with regard to your comment "It seems a fine may be in order as apparently the letter didn't seem to help." Scott Bros. Ltd. has the legal authority to enforce that covenant and you could contact them with your concerns. The registered office for Scott Bros. is located at 1120 Loch Lomond Road Saint John NB E2J 1Z5. (506) 652-3910

2019June10OpenSessionFINAL\_021

If you believe that overhead street lights should be installed on Highland Avenue you could write to Council making that recommendation. Council would likely send the request to the Town's Public Works and Utilities committee for further review. The committee has monthly public meetings and you would be welcomed to attend.

Sorry we took so long to get to you. Please call me if you wish to discuss further...

Brian



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**From:** [REDACTED]  
**Sent:** May 6, 2019 7:45 PM  
**To:** Brian White <[BrianWhite@rothesay.ca](mailto:BrianWhite@rothesay.ca)>  
**Cc:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Re: Property Lamp Posts

Hello - well it has been 6 weeks since I sent in my observation and to date I have not even received an acknowledgement to say this will be looked into. This is NOT acceptable.

Please let me know what is going on with this or do I have to send it somewhere else to be looked at?

[REDACTED]

Sent from my iPad

On Apr 6, 2019, at 3:21 PM, [REDACTED] wrote:

Hi - just following up as I haven't heard from anyone.  
What is the plan of action for this issue?

Regards,

[REDACTED]

Sent from my iPhone

Begin forwarded message:

**From:** Rothesay Info  
<[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Date:** March 25, 2019 at 9:14:56 AM ADT  
**To:** [REDACTED]  
**Subject: RE: Property Lamp Posts**

Good morning

I have forwarded your email to Brian White, Director of Planning & Development. His contact information is as follows:

Direct Line: 848-6609  
Email: [brianwhite@rothesay.ca](mailto:brianwhite@rothesay.ca)

Bev Côté  
Receptionist  
Rothesay  
506-848-6600

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.

-----Original Message-----

**From:** [REDACTED]  
[REDACTED]  
**Sent:** March-24-19 9:38 PM  
**To:** Rothesay Info  
**Subject:** Property Lamp Posts

Good evening,

I have an observation to report after returning home from my walk this evening in the Highland Avenue area. I believe there is a covenant for this area to have lamp posts in working order on each property. I remember receiving a letter to this effect in the last year or so.

On Highland Avenue from Grove to Harry Miller Court there were 10 properties that did not have their lamp posts turned on.

With all the water and ice on the sidewalks, it is rather dangerous when you can't see as there are no other street lights.

Please look into this issue. It seems a fine may be in order as apparently the letter didn't seem to help.

Kind Regards,

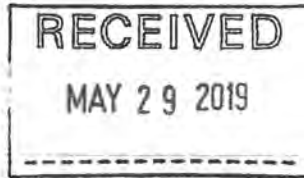
[REDACTED]  
8 Harry Miller Court  
[REDACTED]

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2019June10OpenSessionFINAL\_024

“A Better New Brunswick  
through Hockey”



Chris Green  
Chair ROC4/HNB  
Board of Directors

225 Porter St.  
Saint John N.B.  
(506)651-4506  
topcomersj@gmail.  
com

Dear Mayor & Council:

**COPY**

Hockey New Brunswick prides itself on being a leader in youth wellness. The players who participate within HNB are guided down a path to a better way of life through hockey. They are provided with the skills that are necessary to achieve this goal. A strong community symbolizes our success in this mission.

Hockey New Brunswick urges the Mayor and Council to revisit the failed regional ice strategy that was put forth by the Fundy Regional Service Commission. A collectively and fairly negotiated plan is the only option. Our youth depend on your voice to be that of reason.

The negative ramifications of a non-resident user fee system are irreversible. It has been proven time and again that our youth cannot shoulder the financial burden of their communities. Similar implemented plans have seen detrimental drops in enrollment. The effects of such decline trickle down and negatively impact growth and prosperity. Such things as less usership, fewer small businesses, a drop in ice activity related employment (ie. sporting officials, rink attendants etc.) and the potential for an increase in youth crime should weigh heavy on the decisions of elected officials.

An economic downturn is imminent. Our Hospitality sector will see fewer people visiting our region to partake in tournaments, provincial competitions, clinics, events and games. This will translate into fewer hotel stays, restaurant meals, shopping trips and money being spent in our community.

Minor hockey players within Region 4 call for an immediate Mayor's caucus to solve this looming dilemma. Tax payers, voters and youth alike deserve a solution that is fair, feasible and collectively beneficial for all parties involved.

Yours in Community

Chris Green  
MAY 27<sup>TH</sup> 2019



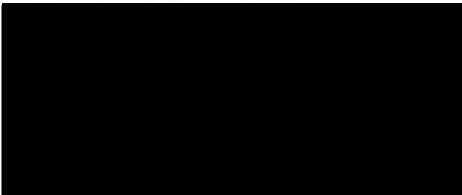
May, 30<sup>th</sup>, 2019-05-30

To: Rothesay Mayor and Council

From: [REDACTED] 67 Appleby Dr.

I would draw your attention to a safety concern with regards to the vehicular traffic on Appleby Dr. The basic problem is that vehicles ascending the beginning of this street tend to drive over the center of the road thus interfering with vehicles descending. Seems drivers don't do a very good job staying on their side of the road. A simple inexpensive solution would be to simply extend the Yellow line from the corner to the bottom of the road similar to what the town has installed on Iona Ave. In addition, a few curb markers on the lower portion of the road would give drivers a better perspective of the roads edge. I am enclosing a cheque for \$100 in the hopes that this small solution to a safety issue could go to the cost of the additional paint requirements.

Regards,





2019June10OpenSessionFINAL\_026

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Council meeting June 10th and Works and Utilities Committee meeting June 19th  
**Date:** June-05-19 2:46:33 PM

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**From:** [REDACTED]  
**Sent:** June-05-19 10:59 AM  
**To:** Rothesay Info; Mary Jane Banks  
**Subject:** Fwd: Council meeting June 10th and Works and Utilities Committee meeting June 19th

Re: Account # [REDACTED]

Please refer to email below. As suggested, we are sending this issue for next week's council meeting to the general email box as Mary Jane Banks is out of the office.

Also since sending the original email yesterday, additional information has been obtained from the Province of New Brunswick. They have confirmed that we are not responsible for sewerage charges prior to the purchase date, being October 23, 2017. We will forward the email from PNB separately.

We discussed this matter with Doug MacDonald earlier. Since then, we have paid the sewerage charges for 2018 and 2019, incurred after the purchase date.

Thank you,

[REDACTED]  
Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** June 4, 2019 at 6:00:33 PM ADT  
**To:** [maryjanebanks@rothesay.ca](mailto:maryjanebanks@rothesay.ca)  
**Subject:** Council meeting June 10th and Works and Utilities Committee meeting June 19th

Dear Mayor Dr. Nancy Grant and councillors

We are [REDACTED] from Bathurst NB. On October 23rd, 2017, we purchased a property on 53 River Road through a New Brunswick Tax Sale. Having two children living in the area, we were excited to have a house to stay in for extended periods while visiting family. Rothesay seemed like a great location choice.

Last week, 19 months after the province accepted our offer to purchase 53 River Road, we received a letter informing us that the sewerage bill has been outstanding since March 2011. We were requested to pay \$5552.72, comprised of \$2970 in sewerage service charges and almost the same amount (\$2582.72) in interest charges.

We feel that the charges are excessive and unfair as we did not use the services since 2011. In addition, we were informed by the previous owner that the house had an independent well and septic system. This was supported by the fact that we did not receive any invoices for services in the 19 months since we purchased the property. Interest charges are now over \$60 a month on services that we were not made aware of by the Town of Rothesay.

We are requesting that the charges be adjusted, considering the circumstances described. We are responsible homeowners and citizens, always ensuring to pay all bills on time to avoid unnecessary interest charges. To say we were shocked to be sent charges from eight years previous and of this magnitude, is an understatement.

Please refer our request to the next meeting of the Works and Utilities Committee. Attached is the correspondence we received on Thursday.

Thank you,

[REDACTED]



2019June10OpenSessionFINAL\_028

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Section of Tax sale Act  
**Date:** June-05-19 2:45:55 PM

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

**From:** [REDACTED]  
**Date:** Wed, Jun 5, 2019 at 11:31 AM -0300  
**Subject:** Fwd: Section of Tax sale Act  
**To:** "Rothesay Info" <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>, "Mary Jane Banks" <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>

Re: Account [REDACTED]

Additional information from PNB relating to our previous email.

[REDACTED]

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** June 5, 2019 at 10:21:38 AM ADT  
**To:** [DougMacDonald@rothesay.ca](mailto:DougMacDonald@rothesay.ca)  
**Subject:** Fwd: Section of Tax sale Act

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** June 5, 2019 at 10:18:32 AM ADT  
**To:** [DouglasMacDonald@rothesay.ca](mailto:DouglasMacDonald@rothesay.ca)  
**Subject:** Fwd: Section of Tax sale Act

As discussed.

Sent from my iPhone

Begin forwarded message:

**From:** "Sylvestre-Dunphy, Rikki (FIN)" <[Rikki.Sylvestre-Dunphy@gnb.ca](mailto:Rikki.Sylvestre-Dunphy@gnb.ca)>  
**Date:** June 5, 2019 at 9:48:33 AM ADT  
**To:** [REDACTED]  
**Subject:** Section of Tax sale Act

**14(3)** Subject to subsections (4) and (4.1) the deed or bill of sale vests in the grantee the fee simple absolute or absolute ownership to such real property freed of all claims and encumbrances whatsoever, including all claims of dower, arising prior to the delivery of the deed or bill of sale.

Rikki Dunphy  
Revenue Administration Division/Division de l'administration  
du revenu  
*Finance and Treasury Board/Finances et Conseil du Trésor*  
Telephone: 1-800-669-7070  
Fax: 1-506-444-4973



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**Fundy Regional  
Service Commission**  
Commission de Services  
Régionaux de Fundy

**Regular Monthly Meeting  
April 29, 2019**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 29, 2019, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 1:03 p.m.

**2. Record of Attendance**

Gary Clark	Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
John Cairns	Local Service District Representative
Cindy MacCready	Local Service District Representative (Alternate)

**Absent**

Glen Baxter, Vice Chairperson

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
 Alicia Raynes, Recording Secretary, FRSC  
 Nick Cameron, Recreation Facilitator, FRSC  
 Brian Shannon, Building Inspector/Development Officer, FRSC  
 Tom Simpson, Chair CMEI  
 Les Weber, Regional Emergency Management Coordinator – Region 9, NBEMO  
 General Public

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the April 29, 2019 Agenda as presented

Moved: Director Losier

Seconded: Director Grant  
Vote: Motion Carried

**4. Disclosure of Conflict of Interest**  
None

**5. Approval of the Minutes**  
Motion: To approve the March 25, 2019 minutes.

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

**6. Planning – Building Inspection – Q1**  
Brian Shannon, Building Inspector/Development Officer, FRSC presented the 1<sup>st</sup> Quarter Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas.

Motion: To receive and file as presented

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

**7. EMO – Flood Update – Les Weber**  
Les Weber, Regional Emergency Management Coordinator-Region 9, NBEMO provided an overall update presentation (attached) on the 2019 flood. The River Watch Program began on March 11, 2019 and will end when the water level at the Jemseg gauge is at or below 3.6m. He also provided the different Alert definitions and criteria for each which included alert bulletins, advisories, watches, and warnings. Public information sessions were held to inform the public on how to sandbag as well as where to get sandbags in their areas. Mr. Weber reiterated that Municipalities have the 1<sup>st</sup> responsibility to deal with flood emergencies and the Province of NB has the 2<sup>nd</sup> responsibility.

Mr. Weber also provided the statistics for this year's flood including when sandbags became available to residents, the level of activation/response for each area to date, current water levels and the outlook over the next several days. It was indicated that we are not quite into the recovery phase as there are still many residents that haven't been able to return to their homes, but the planning has already started. Once we reach the recovery phase, water distribution centers will be established to provide residents access to clean water. Flood kits will also be made available.

A request was made to clarify the reasoning that Rothesay was at Level 1 Activation but Quispamsis and Saint John were at Level 2 Activation and Level 3 Activation. It was clarified that each municipality has the ability to select their own level of Activation. A request was made for Mr. Weber to discuss with EMO that sand bags should be available to anyone, anywhere, not just in the area in which they live.

Motion: To receive and file as presented

Moved: Director Darling



Seconded: Director Bedford  
Vote: Motion Carried

**8. Finance**

**a. Tender – Compact Loader**

The low price from Tender #2019-01 was discussed and recommended out of 6 bids.

**Motion:** To approve purchase of the Case 321 F Compact Loader with extended warranty from Maritime Case Ltd. for up to \$123,958.50 including taxes in the Capital budget from the operating budget.

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

**b. Emergency Purchase – Security System**

In November, the security camera system had several failures due to the age of the system as well as rodent infiltration. The system failed on a number of occasions and eventually the site was operating without a camera system in place. The decision was made to repair the security system immediately for safety concerns under an emergency purchase. The timing of the motion was discussed and it was explained that the full cost was not available until labour was complete.

**Motion:** To approve and file the emergency purchase of a new security camera system for \$42,327.33 before tax for capital from the operating budget.

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

**9. CMEI – Host Community Projects - Tabled**

At the March 25, 2019 meeting, the Commission requested further information from the KBM Outing Association in order to consider approval of funding for the annual host community projects. The item was tabled. Information was requested regarding the stability of the KBM, the status of our previous investments and the financial plan moving forward. The Executive Director reiterated that the information provided answered the questions in his opinion.

**Motion:** To take from the table consideration for approval of the annual host community projects evaluated and recommended by CMEI.

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

The criteria for decisions of applications was discussed including the requirements under the application itself, current contracts with CMEI and regulatory requirements as provided. Specifically, concern was expressed about how low population impact projects like Hunter's education received funding verses larger population impact projects like RV Soccer. Tom Simpson,

Chair, CMEI was invited to speak. Mr. Simpson outlined the process including the subjectivity of the decisions. It was questioned whether or not the approval should be put on hold until the criteria for approval is revisited. It was suggested that a special sub-committee be developed to help with weighing the criteria for all applications for funding.

**Motion:** To have the Executive Director develop a scope for a special committee on criteria development for community projects.

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

The Executive Director stated that though the process could improve, delaying decisions could cause some projects to not move forward and this was an annual requirement under Order in Council 2005-112, so the recommendation was to approve.

**Motion:** Recommendation to approve the funding for host community projects as presented.

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

#### 10. Recreation – Ice Strategy – Don Darling

Director Darling reiterated that the City of Saint John's proposal is to redistribute operating costs based on rink usage. Without a regional funding formula, the city will have to implement non-resident user fees to cover costs. The concern is that this will mean individual families from surrounding communities will be forced to pay more for their children to participate in ice sports. Some families will simply no longer be able to afford it.

**Motion:** To commit to the principles of a regional arena funding formula that shall redistribute the applicable total operating cost deficit of all regional arenas among taxpayers of the respective municipalities and LSDs based on proportion of usage in the respective jurisdictions, understanding that operating cost deficits determined not to be applicable shall not be included in the funding formula and shall remain the responsibility of the host municipality.

Additionally, external consulting services be hired to define the applicable operating cost deficits by accessing, and reviewing for consistency, usage and financial data related to each regional arena and the Commission members agree the applicable operating cost deficits and usage data defined by the consultant will be binding.

Moved: Director Darling  
Seconded: No Second  
Vote: *Motion Defeated*

The importance of not disregarding and supporting the time and work of the experts on the committee which included all municipalities including Saint John was discussed.



**Motion:** To move forward with original timeline of the Regional Ice Strategy, and apply for a grant to fund a 3<sup>rd</sup> party consultant as recommended.

Moved: Director Losier  
Seconded: Director Chatterton

Comment was requested from the Recreation Facilitator, Nick Cameron, regarding feedback from communities. The lack of information was seen as the major barrier. Director Losier made a request to withdraw previous motion and replace it. The request was approved.

**Motion:** To hire a consultant ONLY to bring greater clarity to the financial and usage information in the region.

Moved: Director Losier  
Seconded: Director Chatterton  
Vote: Motion Defeated  
Nay: Don Darling, Jim Bedford, Cindy MacCreedy, Brenda Rathburn, John Cairns

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 2:47 pm.

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

APPROVED (date) May 27, 2019

Gary Clark  
Gary Clark, Chairperson

Alicia Raynes  
Alicia Raynes, Recording Secretary



**Regular Monthly Meeting**

**March 25, 2019**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, March 25, 2019, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:50 a.m.

**2. Record of Attendance**

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
John Cairns	Local Service District Representative

**OTHERS**

- Marc MacLeod, Executive Director, FRSC
- Sharon Matthews, Recording Secretary, FRSC
- Nick Cameron, Recreation Facilitator, FRSC
- Brian Shannon, Building Inspector/Development Officer, FRSC

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the March 25, 2019 Agenda as presented with the addition of 8.(b) Staff Raise and 9.(c) PRAC Appointee.

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

**4. Disclosure of Conflict of Interest**

None



**5. Approval of the Minutes**

**Motion:** To approve the January 28, 2019 minutes.

Moved: Director Baxter  
Seconded: Director Grant  
Vote: *Motion Carried*

**6. Recreation – Ice Strategy Update**

Nick Cameron, Recreation Facilitator presented a Regional Ice Strategy Update to the Commission and asked for the following recommendation.

*To move forward with the development of a regional funding model as presented.*

**Motion:** To table recommendation in report and take back to the communities his request.

Moved: Director Darling  
Seconded: No Seconder  
Vote: *Motion Not Carried*

**Motion:** To apply for Grant to proceed as recommended.

Moved: Director Losier  
Seconded: Director Grant  
*Nay: Director Darling, Cairns, Rathburn, Baxter, and Bedford*  
Vote: *Motion Defeated*

**Motion:** That the Directors take the information provided by Director Darling, prior to the meeting (email body attached), back to their Councils for further consideration.

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

**7. CMEI**

**a. KBM Community Centre**

Dale Van Tassel, Treasurer of the KBM Community Centre gave the Commission a presentation on what the community centre has been doing in 2018 under the new Board and the building upgrade plans for 2019 which they have submitted a grant application for. During the presentation Barry Freeze, Coordinator of Community Development and Programming, City of Saint John was invited to speak on behalf of the KBM on the finances.

Chair Clark thanked them for their presentation and suggested they come back with a business plan.

**Motion:** To receive and file KBM Community Centre presentation.

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

**Motion:** To have Marc MacLeod go forward with further information.

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

**b. Annual Community Projects**

**Motion:** To table the Annual Community Projects until next meeting.

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

**8. Finance**

**a. Site Supervisor – Vacation Payout**

**Motion:** The Commission approve the payout of 12 days to Chris Harned and the remaining five days be carried over into 2019 to be funded from operations in 2019.

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

**b. Staff Raise**

**Motion:** To approve a staff salary increase of 1.75% effective January 1, 2019.

Moved: Director Losier  
Seconded: Director Rathburn  
Vote: *Motion Carried*  
Nay: Don Darling

**9. Planning**

**a. PRAC Bylaw Amendments**

Brian Shannon, Building Inspector/Development Officer, FRSC reviewed the proposed changes to the Planning Review and Adjustment Committee (PRAC) Bylaw and Operating Procedures with the Board for consideration and approval.

**Motion:** The proposed changes, as presented, of the Planning Review and Adjustment Committee Bylaw and Operating Procedures be approved.

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

**b. Planning Annual Report 2018**

Brian Shannon, Building Inspector/Development Officer, FRSC presented the Planning and Building Services Department 2018 Annual Report to the Board. It was noted that under the Building Permit and Inspection division, yearend construction values for 2018 was the second highest year to date for rural areas of FRSC.

**Motion:** To receive and file the Planning Annual Report for 2018.

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

**c. PRAC Appointee**

The Development Officer recommended that the Fundy Regional Service Commission reappoint current PRAC members Glen Baxter, Ron Bridges, and Brenda Rathburn and appoint new member Donna Murchison, all to four-year terms as per the Planning Review Adjustment Committee Bylaws.

**Motion:** To appoint new PRAC member Donna Murchison.

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

**Motion:** To reappoint current PRAC members Glen Baxter, Ron Bridges, and Brenda Rathburn.

Moved: Director Losier  
Seconded: Director Bedford  
Vote: *Motion Carried*

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:24 pm.

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

APPROVED (date) May 8<sup>th</sup>, 2019

Gary Clark  
Gary Clark, Chairperson

Sharon Matthews  
Sharon Matthews, Recording Secretary





**Regular Monthly Meeting  
January 28, 2019**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, January 28, 2019, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:27 a.m.

**2. Record of Attendance**

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

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
 Sharon Matthews, Recording Secretary, FRSC  
 Terry Keating, Dept. of Environment & Local Government  
 Shilo Boucher and Derrick Sanford – SJ Airport  
 John Simms – Groundwater Flow  
 Peter Baxter – Monitoring Well Trigger Parameters

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the January 28, 2019 Agenda as presented.

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

It was noted that the final item of the meeting needed to be corrected to Chairperson "Clark" requesting a motion to adjourn.

**Motion:** To approve the December 10, 2018 minutes executing the correction as noted.

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

**6. SJ Airport Update - Shilo Boucher, Derrick Sanford**

Shilo Boucher, appointee to the Saint John Airport Board for the Fundy Regional Service Commission, introduced Derrick Sanford, CEO of the Saint John Airport who provided an update to the Commission.

The Commission thanked Derrick Sanford for the update and everything they have been working on to make a good first impression on behalf of the City and Region. Their goal is always safety and security first, improve passenger experience, and to broaden air service. The vision for the Saint John Airport is to be the preferred airport in New Brunswick.

**Motion:** To receive and file the update by Derrick Sanford on the Saint John Airport.

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

**7. NBEMO Update – Les Weber**

Les Weber introduced himself to the Commission as the new Regional Emergency Management Coordinator and briefed the Commission on the organization and their responsibilities and support. *See attached handout.*

**Motion:** To receive and file the presentation by Les Weber on the New Brunswick Emergency Management Organization (NB EMO).

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

Director Don Darling left the meeting at 11:40 am

**8. Groundwater Flow Numerical Model – John Simms**

John Simms from exp Services presented to the Commission the Groundwater Flow Model conducted for the Crane Mountain Landfill. Key model findings of the study were positive.

Following the presentation the following questions were discussed:

1. The results of the model provided much more comfort to the CMEI watchdog group.
2. The model was discussed as ever developing so that new data and technology could be used to improve the predictions over time and at least maintain the level of confidence.
3. The qualifications of the model developers were discussed.

**Motion:** To receive and file the presentation on Groundwater Flow Numerical Model by John Simms.

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

Director Grace Losier left the meeting at 12:17 pm

**9. Monitoring Well Trigger Parameters – Peter Baxter**

**Motion:** To table presentation on Monitoring Well Trigger Parameters to a future meeting.

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


Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:32 pm.

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

APPROVED (date) March 25/19

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

  
\_\_\_\_\_  
Sharon Matthews, Recording Secretary



## Agenda

### Kennebecasis Public Library Board

Wednesday, March 20th, 2019, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Presentation by Teed Saunders Doyle Accountants & Advisors:  
Re: 2018 Fiscal Year
- 5.) Report of the Librarian
- 6.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 7.) New and Unfinished Business
  - a. Local Strategic Plan
  - b. Smart Board Update



A meeting of the Board of Trustees, Kennebecasis Public Library was held on March 20, 2019 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; Mr. Allison Maxwell; Mr. Peter Logan (Teed, Saunders, Doyle); Ms. Chelsea Nicholls (Teed, Saunders, Doyle).

**Regrets:** N/A

**Absences:** N/A

**Call to Order:** Mr. Winchester called the meeting to order at 6:04 pm.

### **Approval of Agenda**

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

### **Disposition of Minutes**

It was moved by Mr. Rioux to approve the minutes of the February regular meeting, Mr. Maxwell seconded, and the motion carried.

### **Presentation from Teed Saunders Doyle**

Mr. Winchester welcomes Mr. Peter Logan and Ms. Chelsea Nicholls from Teed Saunders Doyle. Mr. Logan presented a detailed overview of the library's 2018 financial statements. Discussion ensued. Ms. Nicholls outlined how the audit went very well this year, and offered to answer any specific questions related to the financial statements. Discussion ensued. Mr. Logan spoke about the continuing high quality of bookkeeping done by the library's accountant, Cherie Madill. Discussion ensued.

Mr. Shea moved to approve the acceptance of the 2018 financial statements provided by Teed Saunders Doyle. Mr. Rioux seconded, and the motion carried. Mr. Winchester and Ms. Watling signed the draft documents provided by Mr. Logan.

### **Communications**

Ms. Corscadden distributed membership cards from the New Brunswick Public Libraries Trustees Association, and had no other communications to report.

## **Report of the Librarian** 2019June10OpenSessionFINAL\_045

Ms. Corscadden presented her report to the board reflecting on the month of February at the library. There were a number of special programs being offered at the library last month, including special "Royal Storytimes" featuring princesses and princes in costume, and a special pre-release movie. Ms. Corscadden explained that the special license the library subscribes to enables the library to show a movie once a year that has not been released on DVD yet. This year's selection was "Ralph Breaks the Internet". Discussion ensued.

Ms. Corscadden also spoke about the library's special "Welcome To Kindergarten Bag Day" event offered on Saturday, February 23<sup>rd</sup>. The event is targeted at children who are beginning Kindergarten next fall. The library had a record amount of participants at this event, with over 100 people in attendance. Discussion ensued.

Ms. Corscadden carried on to give a brief overview of March break programming at the library. The library had a program for children that was offered every afternoon at 2:30pm. Discussion ensued.

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

## **Financial Statement**

Mrs. Watling presented the February 2019 Financial Statement. Discussion ensued. Mr. Shea asked about the status of the debit machine pilot. Ms. Corscadden related to the board that she recently wrote a draft report about the debit machine pilot at the Kennebecasis Public Library. She said the report outlines the amount of sales received through the debit machine, the library's cash flow procedures, and the feedback that has been received from the public. She expects that this report will be presented at the April provincial management team meeting of the New Brunswick Public Library Service. She will be sure to report back to the board about the status of the pilot. Discussion ensued.

## **Facilities Management**

Ms. Corscadden gave the board a brief report about the facility on behalf of Mr. Phil Shedd. The airflow system in the library director's office recently sprung a leak, and Controls and Equipment had to visit the library on two separate occasions to fix the issue. Discussion ensued. Ms. Corscadden had no other notes to report about the facility.

## **Marketing Advisory Committee**

Ms. Greer spoke about the various social media posts over the past month. Discussion ensued. Ms. Corscadden spoke about the possibility of purchasing a go-pro camera to



2019 June 10 Open Session FINAL 046  
use to make films around the library. In particular she thought this would be interesting to use in connection with the live Monarch Butterfly display she hopes the library will have again this year.

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

### **New and Unfinished Business**

Mr. Winchester suggested that discussion surrounding the local strategic plan be postponed until next month. Discussion ensued.

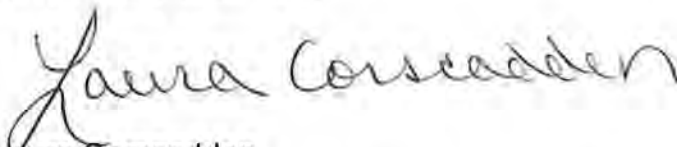
Mrs. Hansen spoke briefly about ways to advocate on behalf of the library. Discussion ensued. Mrs. Hansen said that she will send a document out to library board members about library advocacy that has been published by the American Library Association.

Ms. Corscadden said that she has not had a chance to reach out to the towns about the Smart board yet, but will do so in the near future. Discussion ensued.

**Adjournment:** As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:14 pm.

**Next Meeting:** The next meeting is scheduled for April 17th, 2019 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden  
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2019 June 10 Open Session FINAL_047						
Comparative Income Statement (DRAFT)	OPERATING FUND						
Period ending February 28, 2019	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		14,178	14,177	1	85,061	(70,883)	
Library service - Quispamsis		22,186	22,185	1	133,111	(110,925)	
Room Rentals, Printer and copies		1,350	750	600	4,500	(3,150)	
Grants		0	0	0	17,680	(17,680)	
Donations	818	0	0			0	
Donation from Friends of KPL	83	0	0				
Interest Income (Savings)		4	0	4	0	4	
Previous Year's Surplus		453	454	(1)	2,723	(2,270)	
<b>TOTAL REVENUE</b>	<b>901</b>	<b>38,170</b>	<b>37,566</b>	<b>604</b>	<b>243,075</b>	<b>(204,905)</b>	
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	122					0	
Books, restricted fund	781					0	
Small Equipment and Furniture		603	1,378	774	8,265	7,662	
<b>Total Capital Expenditures</b>	<b>903</b>	<b>603</b>	<b>1,378</b>	<b>774</b>	<b>8,265</b>	<b>7,662</b>	
<u>Wages</u>							
Total Wages & Casual Labour		1,886	3,020	1,134	40,418	38,532	
<u>General &amp; Administration Expenses</u>							
Building Maintenance		8,530	11,805	3,275	70,828	62,298	
Grounds Maintenance		5,123	5,124	1	20,500	15,377	
Office		902	1,500	598	9,000	8,098	
Utilities		12,261	12,400	139	54,711	42,450	
Accounting, audit and legal		0	0	0	10,600	10,600	
Professional Development		112	333	221	2,000	1,888	
Insurance		1,265	1,265	0	7,587	6,323	
Public Relations		0	500	500	3,000	3,000	
Communications		988	1,631	643	9,786	8,798	
Miscellaneous Expense		86	313	228	1,880	1,794	
Program Exp		67	750	683	4,500	4,433	
<b>Total General &amp; Admin Expenses</b>		<b>29,335</b>	<b>35,621</b>	<b>6,286</b>	<b>194,392</b>	<b>165,057</b>	
<b>TOTAL EXPENSE</b>	<b>903</b>	<b>31,824</b>	<b>40,018</b>	<b>8,194</b>	<b>243,075</b>	<b>211,251</b>	
<b>NET INCOME (Deficit)</b>	<b>\$ (2)</b>	<b>\$ 6,346</b>	<b>(2,453)</b>	<b>8,798</b>	<b>(0)</b>	<b>6,346</b>	

Kennebecasis Public Library Inc.		2019 June 10 Open Session FINAL_048					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending January 31, 2019	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		7,089	7,088	0	85,061	(77,972)	
Library service - Quispamsis		11,093	11,093	0	133,111	(122,018)	
Room Rentals, Printer and copies		285	375	(90)	4,500	(4,215)	
Grants		0	0	0	17,680	(17,680)	
Donations	775	0	0			0	
Donation from Friends of KPL	67	0	0				
Interest Income (Savings)		2	0	2	0	2	
Previous Year's Surplus		226	227	(1)	2,723	(2,497)	
<b>TOTAL REVENUE</b>	<b>841</b>	<b>18,695</b>	<b>18,783</b>	<b>(88)</b>	<b>243,075</b>	<b>(224,380)</b>	
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	59					0	
Books, restricted fund	781					0	
Small Equipment and Furniture		603	689	85	8,265	7,662	
<b>Total Capital Expenditures</b>	<b>840</b>	<b>603</b>	<b>689</b>	<b>85</b>	<b>8,265</b>	<b>7,662</b>	
<u>Wages</u>							
Total Wages & Casual Labour		1,137	1,480	343	40,418	39,281	
<u>General &amp; Administration Expenses</u>							
Building Maintenance		4,208	5,902	1,694	70,828	66,620	
Grounds Maintenance		2,562	2,562	0	20,500	17,938	
Office		674	750	76	9,000	8,326	
Utilities		6,257	6,200	(57)	54,711	48,454	
Accounting, audit and legal		0	0	0	10,600	10,600	
Professional Development		112	167	55	2,000	1,888	
Insurance		632	632	0	7,587	6,955	
Public Relations		0	250	250	3,000	3,000	
Communications		496	816	319	9,786	9,290	
Miscellaneous Expense		34	157	122	1,880	1,846	
Program Exp		0	375	375	4,500	4,500	
<b>Total General &amp; Admin Expenses</b>		<b>14,975</b>	<b>17,810</b>	<b>2,836</b>	<b>194,392</b>	<b>179,417</b>	
<b>TOTAL EXPENSE</b>	<b>840</b>	<b>16,714</b>	<b>19,979</b>	<b>3,265</b>	<b>243,075</b>	<b>226,361</b>	
<b>NET INCOME (Deficit)</b>	<b>\$ 1</b>	<b>\$ 1,981</b>	<b>(1,196)</b>	<b>3,177</b>	<b>(0)</b>	<b>1,981</b>	

## Agenda

### Kennebecasis Public Library Board

Wednesday, April 17th, 2019, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
    - i. 2019 Landscaping Projects
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Smart Board Update
  - b. Local Strategic Plan



A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 17, 2019 at 6:00pm at the Library.

**In Attendance:** Mr. K Winchester, Chair; Mrs. Amy Watling, Treasurer; Ms. L. Corscadden; Mrs. L. Hansen; Ms. E. Greer; Councilor Mr. D. Shea; Mr. Allison Maxwell

**Regrets:** Councilor Mr. P. Rioux; Mr. Chuck McKibbon, vice chair

**Absences:** N/A

**Call to Order:** Mr. Winchester called the meeting to order at 6:02pm.

### **Approval of Agenda**

It was moved by Ms. Greer to approve the agenda as presented. Mrs. Hansen seconded, and the motion carried.

### **Disposition of Minutes**

It was moved by Mr. Maxwell to approve the minutes of the March regular meeting, Ms. Greer seconded, and the motion carried.

### **Communications**

Ms. Corscadden had no communications to report.

### **Report of the Librarian**

Ms. Corscadden presented her report for the month of March to the board. In regard to staffing, she outlined how the library has been awarded funding for two Summer Reading Club Activity Leaders by the province. These two positions are for 14 weeks, from May 21<sup>st</sup> until Friday, August 23<sup>rd</sup>. Ms. Corscadden has started the recruitment process for these positions, and will be accepting applications until Monday, April 22<sup>nd</sup>.

Ms. Corscadden also outlined how she has applied for funding through the federal Canada Summer Jobs program. She has applied for six positions (community outreach coordinators, literacy tutors, and library clerks). She is still waiting to hear the results of this application.

Ms. Corscadden offered a brief outline of the programs offered during the month of March, discussing the special programs offered during march break, and programs offered for babies and infants.



Ms. Corscadden presented how based on her research, she discovered that the Kennebecasis Public Library had the highest 2018 circulation rate in the Fundy Library region – with 140, 451 items circulated in 2018. She is very pleased to see how much the items in our collection are being used.

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

### **Financial Statement**

Mrs. Watling presented the March 2019 Financial Statement. Discussion ensued. Mrs. Watling outlined how the repairs done to the air unit in Ms. Corscadden's office were slightly higher than expected. Discussion ensued.

### **Facilities Management**

Mr. Maxwell presented the facilities management report on behalf of Mr. Shedd. Mr. Maxwell had a meeting with Mr. Shedd at the library recently, and had a tour of the facility. Discussion ensued. Mr. Shedd has recommended slowly replacing the lightbulbs in the building with LED light bulbs. Discussion ensued.

Ms. Corscadden related to the board that Phil would like to have some additional grounds work done around the library. This would include re-mulching the flowerbeds, having a few dead plants replaced, and the grass fertilized. Discussion ensued. Mrs. Watling recommended that any grounds work that will cost above any beyond the budgeted amount should be further explored in the fall. Discussion ensued. Ms. Corscadden related to the board that only grounds work that fit within the budgeted amount will be spent. Discussion ensued.

### **Marketing Advisory Committee**

Ms. Greer presented the Marketing Advisory Committee report to the board. Ms. Greer outlined how a button maker was purchased, and that Ms. Corscadden was exploring the possibility of having the library's summer students make promotional buttons for the library. Discussion ensued. Ms. Greer spoke about potentially marketing the library's environmentally friendly features ahead of Earth Day on social media. Discussion ensued.

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

### **New and Unfinished Business**

#### **Smart Board Update**

Ms. Corscadden has e-mailed the town managers from both Quispamsis and Rothesay to offer book shelving, recycling bins, and the SMART board. She only sent one email,



but received no response. Discussion ensued. Ms. Corscadden said that she would wait to see if she heard anything from the towns. Discussion ensued.

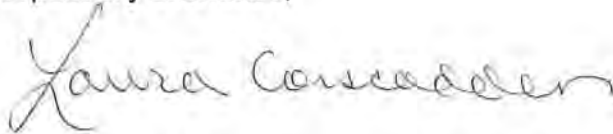
Local Strategic Plan Update

Mr. Winchester would like to explore three key areas to have in the strategic plan, including Programs, Operations, and Performance Indicators. Discussion ensued. Mr. Winchester suggested that two or three areas for improvement be identified for library promotion, programs, and operations. Discussion ensued. Ms. Corscadden will edit the document ahead of next month's meeting for review. Discussion ensued.

**Adjournment:** As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:51 pm.

**Next Meeting:** The next meeting is scheduled for May 15th, 2019 at 6:00pm at the Library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura Corscadden".

Laura Corscadden  
Library Director and Secretary to the Board



## Librarian's Report April 2019

### Staffing and Volunteers

We recently were awarded two summer student positions by the province for our Summer Reading Club program. Ms. Corscadden has created a job advertisement for these positions, and will be accepting applications until Monday, April 22<sup>nd</sup>. We are still waiting to hear the results of our Canada Summer Jobs grant application. This year Ms. Corscadden applied for six Canada Summer Job positions; two community outreach coordinators, two literacy tutors, and two library pages. The library page positions are a new addition this year; they will be able to help with library programs, and other library tasks as needed (shelving, processing donations, etc).

### Programs

#### Ongoing programs offered in March included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm
- English Social, Tuesdays at 10:30am (offered in partnership with the Saint John Newcomers Resource Centre)
- Preschool Storytime, Wednesdays at 10:30
- Painter's Circle, Wednesdays at 10:00am
- Parlons Francais, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteens, Saturdays at 10:00am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, March 21st at 10:45am
- Pens of Oasis Writing program offered on Thursday, March 28th at 6:30pm

- Monthly Puppet Show programs offered on Friday, March 29th at 10:30am and 3:30pm

Special programs offered in March included:

- Babies in the Library program offered Wednesdays at 2:00pm
- Heure Du Conte program Tuesday, March 26<sup>th</sup> at 10:30am

Special March break programs included:

- Monday, March 4<sup>th</sup> – Evil Genius Club featuring slime at 2:30pm (Cancelled due to storm closure)
- Tuesday, March 5<sup>th</sup> – Movie Matinee at 2:30pm – “The Good Dinosaur” (2015)
- Wednesday, March 6<sup>th</sup> – Board Game Café at 2:30pm
- Thursday, March 7<sup>th</sup> – Crafternoon at 2:30pm
- Friday, March 8<sup>th</sup> – Engineering Club for Kids at 2:30pm

## Collections and Spaces

Ms. Corscadden is continuing to prepare to rearrange the collections in the children’s area. The goal is to create a new space to highlight the children’s French language collection.

## Performance Indicators

The Kennebecasis Public Library currently has the highest circulation rate in the Fundy Library Region! In 2018 we circulated 140,451 items from our collection.

As of the end of February 2019, we have circulated 22,925 items; which is 1376 more items than we had circulated during the same time in 2017. Our hope is to continue to increase our circulation rate moving forward.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2019 June 10 Open Session FINAL_055					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending March 31, 2019	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		21,266	21,265	1	85,061	(63,795)	
Library service - Quispamsis		33,279	33,278	1	133,111	(99,832)	
Room Rentals, Printer and copies		1,625	1,125	500	4,500	(2,875)	
Grants		0	0	0	17,680	(17,680)	
Donations	856	0	0			0	
Donation from Friends of KPL	132	0	0				
Interest Income (Savings)		6	0	6	0	6	
Previous Year's Surplus		680	681	(1)	2,723	(2,043)	
<b>TOTAL REVENUE</b>	<b>987</b>	<b>56,856</b>	<b>56,349</b>	<b>507</b>	<b>243,075</b>	<b>(186,219)</b>	
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	129					0	
Books, restricted fund	781					0	
Small Equipment and Furniture		603	2,066	1,463	8,265	7,662	
<b>Total Capital Expenditures</b>	<b>910</b>	<b>603</b>	<b>2,066</b>	<b>1,463</b>	<b>8,265</b>	<b>7,662</b>	
<u>Wages</u>							
Total Wages & Casual Labour		4,168	4,710	542	40,418	36,250	
<u>General &amp; Administration Expenses</u>							
Building Maintenance		14,322	17,707	3,385	70,828	56,506	
Grounds Maintenance		7,685	7,686	1	20,500	12,815	
Office		1,794	2,250	456	9,000	7,206	
Utilities		17,168	17,600	432	54,711	37,543	
Accounting, audit and legal		5,475	6,000	525	10,600	5,125	
Professional Development		152	500	348	2,000	1,848	
Insurance		1,897	1,897	0	7,587	5,690	
Public Relations		0	750	750	3,000	3,000	
Communications		1,471	2,447	975	9,786	8,315	
Miscellaneous Expense		146	470	324	1,880	1,734	
Program Exp		544	1,125	581	4,500	3,956	
<b>Total General &amp; Admin Expenses</b>		<b>50,653</b>	<b>58,431</b>	<b>7,779</b>	<b>194,392</b>	<b>143,740</b>	
<b>TOTAL EXPENSE</b>	<b>910</b>	<b>55,424</b>	<b>65,208</b>	<b>9,784</b>	<b>243,075</b>	<b>187,651</b>	
<b>NET INCOME (Deficit)</b>	<b>\$ 77</b>	<b>\$ 1,432</b>	<b>(8,859)</b>	<b>10,291</b>	<b>(0)</b>	<b>1,432</b>	





**Robert McLaughlin**  
Chairperson

2019 June 10 Open Session FINAL 056  
**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: [krpadmin@nbpolice.ca](mailto:krpadmin@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, APRIL 24, 2019  
AT 4:00 P.M.**

**REGULAR MEETING**

**PRESENT:** Bob McLaughlin, Chair (Quispamsis)  
Rick MacPhee, Co-Chair (Rothesay)  
Matt Alexander (Rothesay)  
Peter Bourque (Rothesay)  
Libby O'Hara (Quispamsis)  
Emil Olsen (Quispamsis)  
Linda Sherbo (Provincial Representative)  
Chief Wayne Gallant  
Inspector Anika Becker  
Inspector Mary Henderson  
Cherie Madill, Secretary Treasurer of the Board  
Maureen Adamson (Secretary)

**ABSENT:** Richard Arbeau (Quispamsis)  
Tiffany Mackay French (Rothesay)  
Deputy Chief Jeff Giggey

**CALL TO ORDER**

The Chairman called the Regular Meeting to Order at 4:50 P.M.



APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the April 24, 2019 meeting.

It was moved by Rick MacPhee and seconded by Peter Bourque that the Agenda for the Regular Meeting of April 24, 2019 be approved as circulated.

**MOTION CARRIED**

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on February 27, 2019.

It was moved by Peter Bourque and seconded by Emil Olsen that the Minutes of the Regular Meeting of February 27, 2019 be approved as circulated.

**MOTION CARRIED**

DECLARATION OF CONFLICT OF INTEREST

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

SECRETARY-TREASURER'S REPORT

Some notes from the Secretary Treasurer's Report:

In the March 2019 report, Cash of \$250,923 reflects two advances from Quispamsis and Rothesay - half of the December budget payment: Quispamsis \$150,000 and Rothesay \$100,000 otherwise our cash flow would have been hurting.

It was noted we are now getting fuel from the Town of Quispamsis and fuel costs are down. We have sold two vehicles.

Professional fees are up reflecting legal fees.

Overtime reflects time spent on the recent local investigation; regular overtime is down a little bit, but if water levels become an issue due to flooding, a bit of overtime for help may be needed. Court time is the main reason for overtime.

After further review and discussion,

It was moved by Libby O'Hara and seconded by Rick MacPhee that the Financial Report presented at today's meeting be received and filed.

**MOTION CARRIED**

CHIEF'S REPORT

Chief Gallant's report has been circulated and he has nothing additional to report.

Chief Gallant presented the Kennebecasis Regional Police Annual Report for 2018. Quantities of this Report will be circulated to both Towns, Clients and the Provincial Government. He noted that Krystal Daley and Mary Henderson had been involved in preparing this report. He also has some French copies for circulation. Libby O'Hara suggested that the perhaps Capt. Bill Ireland of the KV Fire Department could offer some information regarding possible cooperation on one Emergency Services Annual Report.

With regard to the Youth Advisory Board mentioned in the Chief's report, Linda Sherbo indicated her interest in becoming a Board Member. Mary Henderson noted same.

Chief Gallant noted he would be travelling to Phoenix to attend a police conference next week representing the NB Chiefs of Police and the Chiefs will be covering this cost.

After review and discussion,

It was moved by Linda Sherbo and seconded by Emil Olsen that we receive and file the Chief's Report as submitted.

**MOTION CARRIED**

COMMITTEE REPORTS

Building Committee

A meeting is planned by this Committee.

Insurance Committee

Cherie is working with insurers about recovering the 2018 costs pertaining to outstanding legal issues. We should know within the next couple of month what the insurers will cover.

Finance Committee

The Finance Committee met early due to concerns over the cash flow and possible budget deficits. Cherie and Chief Gallant have looked at the cash flow to see where we are at. It is tight and we will be getting back to the Board by June with some information.

Regional Service Commission

Emil said that the Regional Service Commission is in a turmoil and no one is happy with its operation. This may come down to some Provincial legislation.

After review of all reports,

It was moved by Matt Alexander and seconded by Emil Olsen that all Reports submitted to the meeting today be received and filed.

**MOTION CARRIED**

OTHER

Linda Sherbo distributed some pamphlets regarding dangerous driving issues around school buses - flashing red lights on buses - and asked that these be posted in prominent places - i.e., churches, hospitals, offices, etc.. It would appear that often drivers are not adhering to the red flashing lights resulting in dangerous situations. Serious incidents have occurred but nothing seems to be changing. Emil asked about signage on the buses.

ADJOURNMENT

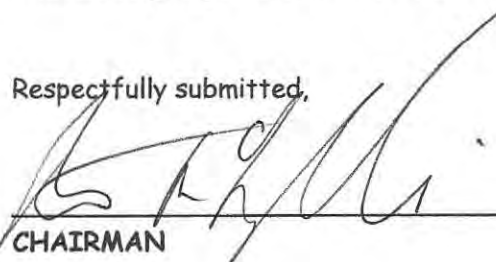
There being no further business to discuss,


It was moved by Peter Bourque and seconded by Libby O'Hara that the meeting adjourn.

**MOTION CARRIED**

The meeting adjourned at 5:15 PM.

Respectfully submitted,

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at April 30, 2019**

	<u>2019</u>	<u>2018</u>
<b>-----Financial assets-----</b>		
Cash - General	187,903	411,430
Sick Pay/ Retirement Investments	815,544	831,265
Accounts Receivable	29,043	21,417
Sales tax recoverable	35,655	24,084
	<u>1,068,144</u>	<u>1,288,196</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	430,389	329,552
Vested sick leave/retirement accrual	765,320	726,780
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,614,608</u>	<u>2,704,331</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,546,463)</u>	<u>(1,416,135)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,959,406	3,842,882
Accumulated amortization	(1,807,002)	(1,597,202)
	<u>2,152,404</u>	<u>2,245,680</u>
Unamortized Debenture costs	7,380	8,553
Prepaid expenses	269,489	102,899
	<u>2,429,273</u>	<u>2,357,132</u>
<b>ACCUMULATED SURPLUS</b>	<u>882,810</u>	<u>940,997</u>
Assets	3,497,418	3,645,328
Liabilities	3,497,418	3,645,328



2019 June 10 Gov Session FINAL 661  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**April 30, 2019**

	<u>2019</u>			<u>2018</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance			Balance
	beginning of year	Additions	Disposals	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	(888,161)			(888,161)
Net book value of Building	<u>1,363,324</u>	0	0	<u>1,429,345</u>
Paving	52,600			52,600
Accumulated amortization	(35,505)			(35,505)
Net book value of paving	<u>17,095</u>	0	0	<u>19,725</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	(122,330)			(122,330)
Net book value of furnishings	<u>76,057</u>	0	0	<u>85,977</u>
<b><i>Machinery &amp; equipment</i></b>	88,300			88,300
Accumulated amortization	(58,634)			(58,634)
Net book value of equipment	<u>29,666</u>	0	0	<u>34,093</u>
<b><i>Information technology equipment</i></b>	427,158			427,158
Accumulated amortization	(280,101)			(280,101)
Net book value of IT equipment	<u>147,057</u>	0	0	<u>165,694</u>
<b><i>Vehicles</i></b>	743,960			743,960
Accumulated amortization	(419,003)			(419,003)
Net book value of vehicles	<u>324,957</u>	0	0	<u>316,597</u>
<b>Total Tangible Capital assets</b>	3,959,406	0	0	3,959,406
<b>Total Accumulated amortization</b>	(1,807,002)	0	0	(1,597,202)
<b>Net Book Value</b>	<u>2,152,404</u>	0	0	<u>2,245,679</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
STATEMENT OF OPERATIONS  
FOUR MONTHS ENDING APRIL 30, 2019**

	-----FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	20,999	-5%	\$15,907	\$22,000	\$66,000
Taxi & Traffic Bylaw	2,770	66%	3,553	1,667	5,000
Interest income	2,440	46%	3,549	1,667	5,000
Retirement investment income	4,085	-35%	1,703	6,333	19,000
Secondments	70,521	-3%	59,201	72,333	217,000
	<u>100,815</u>	<u>-3%</u>	<u>83,913</u>	<u>104,000</u>	<u>312,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	1,114,015	-6%	\$1,051,766	1,187,861	\$3,563,584
Benefits	223,524	-10%	215,956	247,812	743,436
Training	19,109	15%	11,328	16,667	50,000
Equipment	6,779	2%	3,305	6,667	20,000
Equip repairs & IT support	1,549	16%	1,426	1,333	4,000
Communications	29,535	8%	20,033	27,400	82,200
Office function	4,087	-23%	3,788	5,333	16,000
Leasing	4,006	-26%	4,483	5,400	16,200
Policing-general	16,003	48%	19,077	10,833	32,500
Insurance	5,168	4%	4,849	4,992	14,977
Uniforms	18,814	57%	22,737	12,000	36,000
Prevention/p.r.	7,866	237%	1,647	2,333	7,000
Investigations	12,655	19%	11,054	10,667	32,000
Detention	8,908	-7%	8,693	9,567	28,700
Taxi & Traffic Bylaw	0	-100%	0	400	1,200
Auxillary	480	-42%	134	833	2,500
Public Safety	12,314	0%	11,587	12,314	36,942
	<u>1,484,812</u>	<u>-5%</u>	<u>1,391,863</u>	<u>1,562,413</u>	<u>4,687,239</u>
<b>VEHICLES</b>					
Fuel	24,267	-33%	33,992	36,000	108,000
Maint./repairs	18,443	-35%	16,602	28,333	85,000
Insurance	8,995	11%	7,889	8,125	24,376
New vehicles	37,627	45%	0	26,000	78,000
Equipment	0	-100%	4,011	2,000	6,000
	<u>89,332</u>	<u>-11%</u>	<u>62,494</u>	<u>100,459</u>	<u>301,376</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
 STATEMENT OF OPERATIONS

2019 June 10 Open Session FINAL\_063  
 FOUR MONTHS ENDING APRIL 30, 2019

EXPENDITURE continued:	-----FOUR MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>BUILDING</b>					
Maintenance	28,715	64%	16,407	17,500	52,500
Cleaning	8,879	9%	8,120	8,167	24,500
Electricity	20,117	28%	17,138	15,667	47,000
Taxes	16,353	4%	15,411	15,719	47,157
Insurance	2,038	1%	1,955	2,016	6,047
Grounds	5,316	45%	12,546	3,667	11,000
Interest on Debenture	8,652	1%	9,383	8,609	25,826
Debenture Principal	44,667	0%	43,667	44,667	134,000
	<u>134,737</u>	16%	<u>124,627</u>	<u>116,010</u>	<u>348,030</u>
<b>ADMINISTRATION</b>					
Salaries	247,062	12%	245,855	220,364	661,091
Benefits	56,887	5%	53,463	54,040	162,119
HR Contractor	23,625	-28%		32,903	98,710
Commissionaires	7,585	-49%	3,027	14,933	44,800
Professional Fees	19,431	24%	17,732	15,667	47,000
Travel/Training	12,982	116%	5,343	6,000	18,000
Board Travel/Expenses	227	-86%	540	1,667	5,000
Insurance	458	7%	414	429	1,288
Labour Relations	55,402	1562%	26,399	3,333	10,000
Sick Pay/Retirement	21,513	0%	20,512	21,513	64,539
Retirement int & dividends	4,085	-35%	1,703	6,333	19,000
2nd prior year (surplus) deficit	(39,159)		(24,877)	(39,159)	(117,477)
	<u>410,099</u>	21%	<u>350,111</u>	<u>338,023</u>	<u>1,014,070</u>
	2,018,165	0%	1,845,182	2,012,905	6,038,715
<b>CONTRIBUTED BY MEMBERS</b>	2,012,904		1,904,845	2,012,905	6,038,715
<b>SURPLUS (DEFICIT)</b>	<u>(5,261)</u>		<u>\$59,663</u>	<u>(\$0)</u>	<u>(\$0)</u>
<b>TELECOM FUND</b>					
City of SJ telecomm services	124,648	0%	118,350	124,648	373,944
Data Networking charges	3,404		3,305	3,454	10,362
Retirees health insurance	(117)		190	0	
2nd prior year (surplus) deficit	(1,119)	0%	(1,014)	(1,119)	(3,356)
	<u>126,816</u>		<u>120,831</u>	<u>126,983</u>	<u>380,950</u>
<b>CONTRIBUTED BY MEMBERS</b>	126,984		121,260	126,983	380,950
<b>SURPLUS (DEFICIT)</b>	<u>168</u>		<u>\$429</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	(5,093)		\$60,092		

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**April 30, 2019**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		187,903	at April 30/19
ACCOUNTS PAYABLE balance	430,389		
Debenture costs to be paid in June & December	(52,928)		
	-----		
Current Accounts Payable		377,461	Paid in May
		-----	
Extra (Shortfall) in bank account		(189,559)	
 <i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

**STATEMENT OF OPERATIONS**

*Crime Control:*

\* Benefits Health insurance 2019: \$42,448 2018: \$49,126  
 Retirees health insurance 2019: \$-306 2018: \$-1,600

<b>Overtime costs at Apr 20, 2019</b>	<b>15,638</b>
OT	12,281
Call out OT	0
Court OT	3,357

<b>Overtime costs at Apr 21, 2018</b>	<b>9,488</b>
OT	5,798
Call out OT	2,143
Court OT	1,547

<b>Change over prior year</b>	OT	6,483
	Call out OT	(2,143)
	Court OT	1,810
		<u>6,150</u>

*Administration:*

\* Benefits Health Insurance 2019: \$15,125 2018: \$14,899  
 Retirees health insurance 2019: \$1,804 2018: \$1,584



**MONTHLY CRIME OCCURRENCE SUMMARY**

2019 June 10 Open Session FINAL\_065

**2019 CALL SUMMARY**

	Jan	Feb	Mar	Apr	May-16	YTD
<b>TOTAL CALLS FOR SERVICE</b>	<b>818</b>	<b>732</b>	<b>783</b>	<b>789</b>	<b>455</b>	<b>3577</b>
911 Hang-up CAD	24	26	24	27	6	107
Alarm CAD	48	41	32	26	18	165
Animal Complaint	4	6	7	4	5	26
Impaired Driving Complaint CAD	14	8	8	8	7	45
Parking/Driving Complaints CAD	51	36	43	47	25	202
Police Medical Call	13	10	9	9	3	44
Police Fire Call	8	8	2	7	3	28
Vehicle Stops	128	151	207	179	128	793
POPA TICKETS	78	80	124	4	0	286
Bylaw Tickets	1	7	4	112	44	168

<b>TOTAL FILES CREATED</b>	<b>188</b>	<b>176</b>	<b>187</b>	<b>194</b>	<b>80</b>	<b>825</b>
Alarm	0	1	0	0	0	1
Animal Call	0	0	2	1	1	4
Ammo/Flare Disposal & Found	1	2	1	2	2	8
Arson-Damage to Property	0	1	0	2	0	3
Assault Bodily Harm/Weapon	0	0	2	1	0	3
Assault Police	0	0	1	0	0	1
Common Assault	3	3	7	7	1	21
Assist General Public	17	24	21	14	9	85
Assist Other Agency	3	6	4	6	1	20
Breach Recognizance	2	2	2	2	0	8
Break & Enter	0	1	0	3	0	4
Bylaws	1	0	0	2	0	3

Child Pornography	1	0	0	0	0	1
Counterfeiting	0	0	0	1	0	1
Criminal Harassment	0	1	0	0	0	1
Dangerous Operation of Motor Vehicle	1	0	2	0	0	3
Disturbance	1	1	1	7	1	11
Domestic Call	2	5	6	3	1	17
Driving While Disqualified or Prohibited	2	3	6	5	0	16
Drug Complaint	2	0	0	0	0	2
ETS Incident	0	1	1	0	0	2
Fail to Comply	0	0	0	1	0	1
Fail to Stop or Remain	3	3	9	2	1	18
Fail to Yield Right of Way	0	0	1	0	0	1
Fight In Progress	0	0	0	0	1	1
Firearm Disposal	1	0	1	0	1	3
Fire Complaint	1	0	1	1	0	3
Lost/Found Property	2	1	7	1	0	11
Found Drugs	0	0	0	1	0	1
Found Property	0	0	0	4	1	5
Fraud	1	7	2	1	0	11
Impaired Operation of MV	5	4	3	2	1	15
Inspection Sticker, etc.	3	0	2	0	1	6
Internet Complaint	1	0	0	0	0	1
Intoxicated Person	1	2	1	1	1	6
Medical Call	2	1	1	3	0	7
Mental Health Call	9	6	6	6	3	30
Mischief	8	1	8	6	2	25
Missing Person	1	3	6	1	2	13
MVA	42	41	28	29	11	151
No Drivers License	1	0	0	0	0	1
Non Criminal Domestic Dispute	3	2	1	2	0	8
Obstruct Police Officer	1	0	0	0	0	1
Other Criminal Code	1	1	0	0	1	3
Pass School Bus	1	0	1	1	0	3
Posses CDSA	2	1	2	0	0	5
Breach of Probation	2	0	0	3	2	7
Provincial Cannabis	0	0	0	1	1	2
Provincial Traffic	0	1	3	1	0	5
Public Relations	7	7	2	9	3	28
Refusal	0	2	0	2	0	4
Sexual Assault	0	2	0	1	4	7
Shoplifting	3	4	2	0	2	11
Sudden Death	2	3	1	1	1	8
Suspension	0	2	1	0	1	4
Suspicious Person	0	1	0	4	0	5
Suspicious Vehicle	0	0	0	1	0	1
Take MV without Consent	0	0	1	1	1	3

---

Theft Under \$5000	2	9	7	9	7	34
Theft Over \$5000	0	0	3	0	0	3
Traffic Other CDSA	0	0	1	0	0	1
Traffic Check Stop	1	1	3	9	4	18
Traffic/Parking Complaint	1	1	2	11	2	17
Trespass at Night	0	2	1	0	0	3
Unwanted Person	2	0	1	0	1	4
Uttering Threats	2	2	1	5	1	11
Vagrancy	0	0	0	1	0	1
Voyeurism	0	1	0	0	0	1
Warrants/Execution of Warrant	2	0	3	1	0	6
Weapons Complaint Investigation	1	0	1	1	0	3





# KENNEBECASIS REGIONAL POLICE FORCE

2019 June 16 Open Session FINAL\_068

ADDRESS ALL CORRESPONDENCE TO:

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

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

B. JEFFERY GIGGEY  
DEPUTY CHIEF OF POLICE



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

Your File:

Our File:

2019-05-09

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

Dear Mayor and Councilors:

Please find enclosed a copy of the Audited Financial Statements of the Kennebecasis Regional Joint Board of Police Commissioners for the year 2018.

We trust this meets your approval.

Respectfully,

Wayne Gallant  
Chief of Police



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS  
FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_070

**DECEMBER 31, 2018**

**CONTENTS**

	<b>Page</b>
<b>INDEPENDENT AUDITORS' REPORT</b>	1 - 2
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Debt	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 19

## INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

### *Opinion*

We have audited the financial statements of the Kennebecasis Regional Joint Board of Police Commissioners, which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

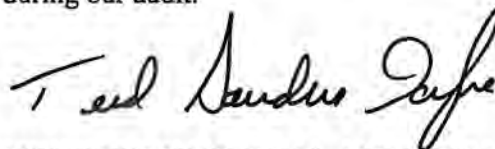


*Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 24, 2019



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

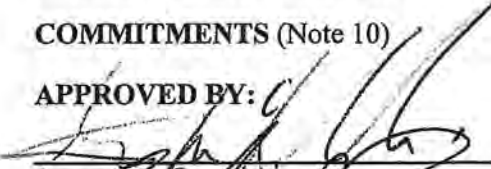
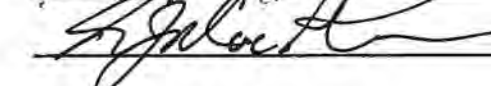
2019 June 10 Open Session FINAL\_073  
**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2018**

	<u>2018</u>	<u>2017</u>
<b>FINANCIAL ASSETS</b>		
Cash (Note 4)	\$ 122,209	\$ 542,959
Accounts receivable		
General	213,291	17,025
Federal Government and its agencies (Note 5)	123,802	76,587
Investments (Notes 6 and 8)	<u>806,083</u>	<u>826,732</u>
	<u>\$ 1,265,385</u>	<u>\$ 1,463,303</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 405,625	\$ 404,981
Long term debt (Note 7)	949,000	1,080,000
Accrued sick leave	15,299	13,299
Accrued liability for vested retirement benefits (Note 8)	739,721	773,552
Post employment benefits payable (Note 9)	<u>454,600</u>	<u>554,700</u>
	<u>2,564,245</u>	<u>2,826,532</u>
<b>NET DEBT</b>	<u>(1,298,860)</u>	<u>(1,363,229)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11)	3,959,406	3,842,883
Accumulated amortization (Note 11)	<u>(1,807,003)</u>	<u>(1,597,204)</u>
	2,152,403	2,245,679
Unamortized debenture costs	7,771	8,943
Prepaid expenses	<u>66,860</u>	<u>15,396</u>
	<u>2,227,034</u>	<u>2,270,018</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 928,174</u>	<u>\$ 906,789</u>

COMMITMENTS (Note 10)

APPROVED BY:

 Commissioner  
 Commissioner

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2019 June 70 Open Session PMA\_074

## COMMISSIONERS

### STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 Budget (Note 13)	2018 Actual	2017 Actual
<b>REVENUE</b>			
Contributions by member municipalities	\$ 6,078,309	\$ 6,083,223	\$ 5,938,501
Other (Note 14)	<u>300,500</u>	<u>350,836</u>	<u>316,748</u>
	<u>6,378,809</u>	<u>6,434,059</u>	<u>6,255,249</u>
<b>EXPENDITURE (Note 14)</b>			
Crime control	4,400,254	4,312,753	4,143,218
Vehicle fleet	319,863	290,728	286,124
Property	277,511	292,404	267,997
Administration	1,026,307	1,113,201	985,346
Telecommunications	<u>366,821</u>	<u>364,255</u>	<u>345,525</u>
	<u>6,390,756</u>	<u>6,373,341</u>	<u>6,028,210</u>
<b>ANNUAL SURPLUS (DEFICIT) FOR THE YEAR BEFORE UNREALIZED GAIN ON INVESTMENTS</b>	(11,947)	60,718	227,039
<b>UNREALIZED GAIN (LOSS) ON INVESTMENTS</b>	<u>(39,333)</u>	<u>(39,333)</u>	<u>19,148</u>
<b>ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 12)</b>	<u>\$ (51,280)</u>	21,385	246,187
<b>ACCUMULATED SURPLUS BEGINNING OF YEAR</b>		<u>906,789</u>	<u>660,602</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 928,174</u>	<u>\$ 906,789</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**

2019 June 10 Open Session FINAL\_075

**STATEMENT OF CHANGES IN NET DEBT****AS AT DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
Annual surplus	\$ 21,385	\$ 246,187
Acquisition of tangible capital assets	(149,098)	(142,415)
Proceeds on disposal of tangible capital assets	1,000	4,000
Amortization of tangible capital assets	234,259	222,328
Loss on disposal of tangible capital assets	<u>7,115</u>	<u>20,372</u>
	<u>114,661</u>	<u>350,472</u>
Acquisition of prepaid assets	(66,860)	(15,396)
Use of unamortized debenture costs	1,172	1,172
Use of prepaid assets	<u>15,396</u>	<u>60,745</u>
	<u>(50,292)</u>	<u>46,521</u>
Decrease in net debt	64,369	396,993
Net debt - beginning of year	<u>(1,363,229)</u>	<u>(1,760,222)</u>
Net debt - end of year	<u>\$ (1,298,860)</u>	<u>\$ (1,363,229)</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_076

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 21,385	\$ 246,187
Loss on disposal of tangible capital assets	7,115	20,372
Unrealized loss (gain) on investments	39,333	(19,148)
Amortization of tangible capital assets	234,259	222,328
Receivable - General	(196,266)	(8,943)
Receivable - Federal Government and its agencies	(47,215)	85,872
Accounts payable and accrued liabilities	644	(30,692)
Change in accrued sick leave	2,000	-
Change in accrued liability for vested retirement benefits	(33,831)	(3,906)
Change in post employment benefits payable	(100,100)	(194,400)
Change in unamortized debenture costs/prepaid expenses	<u>(50,292)</u>	<u>46,521</u>
	<u>(122,968)</u>	<u>364,191</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(149,098)	(142,415)
Proceeds on disposal of tangible capital assets	<u>1,000</u>	<u>4,000</u>
	<u>(148,098)</u>	<u>(138,415)</u>
<b>FINANCING TRANSACTION</b>		
Change in long term debt	<u>(131,000)</u>	<u>(130,000)</u>
<b>INVESTING TRANSACTION</b>		
Purchases net of proceeds of investments	<u>(18,684)</u>	<u>43,594</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	(420,750)	139,370
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>542,959</u>	<u>403,589</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 122,209</u>	<u>\$ 542,959</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_077

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**1. PURPOSE OF THE ORGANIZATION**

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

Significant aspects of the accounting policies adopted by the Commission are as follows:

Budget

The budget figures contained in these financial statements were approved by the Board on September 27, 2017 and the Minister of Local Government on March 8, 2018.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_078

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

Assets under construction are not amortized until the asset is available for productive use.

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 8 and a pension plan as documented in Note 9.

**3. FINANCIAL INSTRUMENTS**

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2018:



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_079

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**3. FINANCIAL INSTRUMENTS (cont'd)**

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Commission's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

**4. CASH**

	<u>2018</u>	<u>2017</u>
Cash - operating	\$ 116,833	\$ 540,130
Cash - investments (Note 8)	<u>5,376</u>	<u>2,829</u>
	<u>\$ 122,209</u>	<u>\$ 542,959</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_080

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES**

	<b>2018</b>	<b>2017</b>
Canada Revenue Agency - HST refund	\$ 68,341	\$ 52,035
RCMP secondments	<u>55,461</u>	<u>24,552</u>
	<u>\$ 123,802</u>	<u>\$ 76,587</u>

**6. INVESTMENTS**

	<b>2018</b>	<b>2017</b>
Canadian short term notes	\$ 353,208	\$ 430,017
Canadian equity	329,599	331,913
Foreign equity	97,807	-
Unrealized gain on investments	<u>25,469</u>	<u>64,802</u>
	<u>\$ 806,083</u>	<u>\$ 826,732</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2018, the investments were in compliance with the policy.

**7. LONG TERM DEBT**

	<b>Balance January 1, 2018</b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, 2018</b>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 355,000	\$ -	\$ 47,000	\$ 308,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>725,000</u>	<u>-</u>	<u>84,000</u>	<u>641,000</u>
	<u>\$ 1,080,000</u>	<u>\$ -</u>	<u>\$ 131,000</u>	<u>\$ 949,000</u>

Principal payments required during the next five years are as follows:

2019	\$ 134,000
2020	136,000
2021	140,000
2022	143,000
2023	146,000

**8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS**

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 6) to cover the future obligations under this plan.



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_081

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS (cont'd)**

An actuarial valuation was performed as at July 31, 2016 on the plan for 40 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.86%;
- Salary increases 3% per annum; and
- retirement age 57 years old.

The activity for the year is as follows:

	<u>2018</u>	<u>2017</u>
Balance at beginning of year	\$ 773,552	\$ 777,458
Add: Vested retirement expense	66,109	65,556
Less: Retirement benefits paid	<u>(99,940)</u>	<u>(69,462)</u>
Balance at end of year	<u>\$ 739,721</u>	<u>\$ 773,552</u>

The actuarial valuation estimates the accrued benefit obligation to be \$668,299. The \$71,422 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.

**9. POST EMPLOYMENT BENEFITS PAYABLE**

The Commission and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2016 and resulted in an overall NBMEPP accrued benefit obligation of \$115,347,700 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2017:

- the expected inflation rate is 2.25% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.50% (prior 5.60%);
- the expected rate of return on assets is 5.50% (prior 5.60%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 14.0 years).



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_082

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The actuarial valuation prepared as at December 31, 2016 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$254,800, a decrease of \$1,005,400 from the December 31, 2015 deficit of \$1,260,200. Based on the assumptions as at December 31, 2016, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2016, the NBMEPP provides benefits for 233 retirees. Total benefit payments to retirees and terminating employees during 2018 are estimated to be approximately \$3,508,400 (actual 2017 - \$4,638,400) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.99%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2018 are estimated to be approximately \$6,377,000 (actual 2017 - \$6,196,600) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Commission:

- The average age of the 40 active employees covered by the NBMEPP is 43.2;
- Benefit payments were \$525,000 in 2017 and were estimated to be \$218,000 in 2018; and
- Combined contributions were \$651,200 in 2017 and were estimated to be \$670,800 in 2018.

In addition to determining the position of the NBMEPP as it relates to the Commission as at December 31, 2016 and December 31, 2017, NBMEPP's actuary performed an extrapolation of the December 31, 2017 accounting valuation to determine the estimated position as at December 31, 2018. The extrapolation assumes assumptions used as at December 31, 2018 remain unchanged from December 31, 2017. The extrapolation also assumes assets return of 5.50%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2018 to Dec 31, 2018</b>	<b>Jan 1, 2017 to Dec 31, 2017</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 554,700	\$ 749,100
Adjustment to 2017/2016 actual	34,500	(31,900)
Pension expense for the year	200,800	179,900
Employer contributions	<u>(335,400)</u>	<u>(342,400)</u>
Accrued benefit liability at end of period	\$ <u>454,600</u>	\$ <u>554,700</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$454,600 as at December 31, 2018. This compares to \$749,100 as at January 1, 2017 and \$554,700 as at December 31, 2017. The December 31, 2017 liability was estimated in the prior year. The actual liability was calculated to be \$589,200. The difference of \$34,500 has been recorded in the current year.

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_083

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	<b>Estimated Jan 1, 2018 to Dec 31, 2018</b>	<b>Jan 1, 2017 to Dec 31, 2017</b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 14,775,400	\$ 13,712,000
Plan assets	<u>14,401,400</u>	<u>13,209,600</u>
Plan deficit	374,000	502,400
Adjustment to 2017 actual	-	(34,500)
Unamortized experience gains	<u>80,600</u>	<u>86,800</u>
Accrued benefit liability at end of period	\$ <u>454,600</u>	\$ <u>554,700</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2018 to Dec 31, 2018</b>	<b>Jan 1, 2017 to Dec 31, 2017</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 13,712,000	\$ 12,578,000
Current service cost	519,000	501,800
Benefit payments	(218,000)	(525,000)
Interest for period	762,400	703,700
Experience loss during period	<u>-</u>	<u>453,500</u>
Accrued benefit obligation at end of period	\$ <u>14,775,400</u>	\$ <u>13,712,000</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2018 to Dec 31, 2018</b>	<b>Jan 1, 2017 to Dec 31, 2017</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 13,209,600	\$ 11,975,100
Employer contributions	335,400	325,600
Employee contributions	335,400	325,600
Benefit payments	(218,000)	(525,000)
Return on plan assets during period	<u>739,000</u>	<u>1,108,300</u>
Plan assets at end of period	\$ <u>14,401,400</u>	\$ <u>13,209,600</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_084

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

Total Expense related to pensions include the following components:

	<b>Estimated Jan 1, 2018 to Dec 31, 2018</b>	<b>Jan 1, 2017 to Dec 31, 2017</b>
<b>Pension Expense</b>		
Employer current service cost	\$ 183,600	\$ 176,200
Interest on Accrued Benefit Obligation	762,400	703,700
Expected return on assets	(739,000)	(674,100)
Amortization of unrecognized balances	-	-
Experience gain	<u>(6,200)</u>	<u>(8,200)</u>
Pension expense	<u>\$ 200,800</u>	<u>\$ 197,600</u>

The Pension Expense is included in the Statement of Operations. The 2017 pension expense was estimated to be \$179,900. The difference between the 2017 estimated and actual expense has been recorded as an expense recovery of the current period.

**10. COMMITMENTS**

Communications Services

The Board has entered into an agreement with the Saint John Police Commission to provide dispatch service to the Kennebecasis Valley and surrounding area. The future minimum annual payments over the next two years are:

2019	\$ 373,944
2020	393,950

Detention Services

The Board has entered into an agreement with the Saint John Police Commission to provide detention services. The future minimum payment for 2019 is \$25,000.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next three years are:

2019	\$ 4,856
2020	2,106
2021	991



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

2019June10OpenSessionFINAL\_085

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**11. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2018 Total</u>	<u>2017 Total</u>
<b>COST</b>									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,251,485	\$ 666,803	\$ 88,300	\$ 387,791	\$ 198,387	\$ 3,842,883	\$ 3,776,371
Add: Net additions during the year	-	-	-	109,730	-	39,368	-	149,098	142,415
Less: Disposals during the year	-	-	-	(32,575)	-	-	-	(32,575)	(75,903)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,251,485</u>	<u>743,958</u>	<u>88,300</u>	<u>427,159</u>	<u>198,387</u>	<u>3,959,406</u>	<u>3,842,883</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance - beginning of year	-	36,143	822,140	350,208	54,207	222,096	112,410	1,597,204	1,426,407
Add: Amortization during the year	-	2,630	66,022	93,256	4,427	58,005	9,919	234,259	222,328
Less: Accumulated amortization on disposals	-	-	-	(24,460)	-	-	-	(24,460)	(51,531)
Balance - end of year	-	<u>38,773</u>	<u>888,162</u>	<u>419,004</u>	<u>58,634</u>	<u>280,101</u>	<u>122,329</u>	<u>1,807,003</u>	<u>1,597,204</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 194,248</u>	<u>\$ 17,096</u>	<u>\$ 1,363,323</u>	<u>\$ 324,954</u>	<u>\$ 29,666</u>	<u>\$ 147,058</u>	<u>\$ 76,058</u>	<u>\$ 2,152,403</u>	<u>\$ 2,245,679</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

2019June10OpenSessionFINAL\_086

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**12. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Telecommunications Fund</u>	<u>Total</u>
2018 annual surplus (deficit) - PSAS	\$ 264,232	\$ (242,372)	\$ (475)	\$ 21,385
Adjustments to annual surplus for funding requirements				
Second previous year's surplus	74,633	-	3,041	77,674
Transfers between funds				
Transfer from operating fund to capital fund	(149,098)	149,098	-	-
Long term debt principal repayment	(131,000)	131,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(24,460)	-	(24,460)
Amortization expense	-	234,259	-	234,259
Unrealized loss on investments	39,333	-	-	39,333
Change in amount recorded under PSAS sick leave accrual	2,000	-	-	2,000
Post employment benefits liability	<u>(100,100)</u>	<u>-</u>	<u>-</u>	<u>(100,100)</u>
Total adjustments to 2018 annual surplus (deficit)	<u>(264,232)</u>	<u>489,897</u>	<u>3,041</u>	<u>228,706</u>
2018 annual surplus for funding requirements	<u>\$ -</u>	<u>\$ 247,525</u>	<u>\$ 2,566</u>	<u>\$ 250,091</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

2019June10OpenSessionFINAL\_087

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**13. OPERATING BUDGET TO PSAS BUDGET**

	<b>Operating Budget General</b>	<b>Operating Budget Telecommunications</b>	<b>Amortization of Tangible Capital Assets</b>	<b>Other</b>	<b>Total</b>
<b>REVENUE</b>					
Contributions by member municipalities	\$ 5,714,529	\$ 363,780	\$ -	\$ -	\$ 6,078,309
Other	300,500	-	-	-	300,500
Unrealized gain on investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>(39,333)</u>	<u>(39,333)</u>
	<u>6,015,029</u>	<u>363,780</u>	<u>-</u>	<u>(39,333)</u>	<u>6,339,476</u>
<b>EXPENDITURE</b>					
Crime control	4,418,955	-	62,432	(81,133)	4,400,254
Vehicle fleet	295,492	-	93,256	(68,885)	319,863
Property	172,050	-	78,571	26,890	277,511
Administration	970,642	-	-	55,665	1,026,307
Telecommunications	-	363,780	-	3,041	366,821
Fiscal services					
Long term debt repayments	131,000	-	-	(131,000)	-
Interest	<u>26,890</u>	<u>-</u>	<u>-</u>	<u>(26,890)</u>	<u>-</u>
	<u>6,015,029</u>	<u>363,780</u>	<u>234,259</u>	<u>(222,312)</u>	<u>6,390,756</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (234,259)</u>	<u>\$ 182,979</u>	<u>\$ (51,280)</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_088

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**14. REVENUE AND EXPENDITURE SUPPORT**

	<b>2018 Budget (Note 13)</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>OTHER REVENUE</b>			
Secondments	\$ 211,500	\$ 200,243	\$ 219,802
Fees for public services	60,000	57,885	54,605
Investment income	24,000	31,010	28,286
Taxi and by-law	5,000	4,284	4,529
Other	<u>-</u>	<u>57,414</u>	<u>9,526</u>
	<b><u>\$ 300,500</u></b>	<b><u>\$ 350,836</u></b>	<b><u>\$ 316,748</u></b>
<b>CRIME CONTROL</b>			
Salaries	\$ 3,383,539	\$ 3,317,597	\$ 3,238,270
Employee benefits	595,575	520,888	417,822
Training	40,500	50,680	48,808
Telephone and mobile radios	82,200	61,802	60,374
Equipment	24,000	27,634	25,326
Office	16,000	15,954	15,422
Equipment leasing and repairs	14,200	20,541	18,366
General supplies	32,500	60,836	57,021
Insurance	13,746	14,537	13,344
Uniforms	36,000	61,478	76,458
Public relations	7,000	6,663	9,547
Detention of prisoners	26,100	26,091	26,104
Taxi and traffic by-law	2,700	579	1,114
Public safety	34,762	31,097	33,107
Special investigation	29,000	33,944	43,610
Amortization	<u>62,432</u>	<u>62,432</u>	<u>58,525</u>
	<b><u>\$ 4,400,254</u></b>	<b><u>\$ 4,312,753</u></b>	<b><u>\$ 4,143,218</u></b>
<b>VEHICLE FLEET</b>			
Fuel	\$ 105,000	\$ 99,965	\$ 89,571
Repairs and maintenance	85,000	62,716	64,927
Insurance	23,492	23,665	22,810
Equipment for vehicles	6,000	4,011	3,212
Amortization	93,256	93,256	85,232
Loss on disposal of tangible capital assets	<u>7,115</u>	<u>7,115</u>	<u>20,372</u>
	<b><u>\$ 319,863</u></b>	<b><u>\$ 290,728</u></b>	<b><u>\$ 286,124</u></b>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2019 June 10 Open Session FINAL\_089

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**14. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2018 Budget (Note 13)</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>PROPERTY</b>			
Taxes	\$ 46,232	\$ 46,232	\$ 46,232
Repairs and maintenance	62,000	68,875	62,482
Heat and power	47,000	41,520	37,257
Insurance	5,818	5,875	5,649
Grounds	11,000	23,290	7,854
Interest expense	25,718	26,869	28,780
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>78,571</u>	<u>78,571</u>	<u>78,571</u>
	<u>\$ 277,511</u>	<u>\$ 292,404</u>	<u>\$ 267,997</u>
<b>ADMINISTRATION</b>			
Salaries	\$ 725,447	\$ 745,985	\$ 717,312
Employee benefits	128,335	137,404	110,997
Commissionaires	21,686	18,168	-
Professional fees	41,000	55,278	35,373
Insurance	1,292	1,254	1,254
Travel and training	13,000	21,381	3,948
Board expenses	5,000	4,878	4,961
Labour relations	10,000	61,444	44,902
Bank service fees	-	1,300	1,043
Provision for vested retirement benefits	<u>80,547</u>	<u>66,109</u>	<u>65,556</u>
	<u>\$ 1,026,307</u>	<u>\$ 1,113,201</u>	<u>\$ 985,346</u>
<b>TELECOMMUNICATIONS</b>			
Communications fee to Saint John Police Commission (Note 10)	\$ 365,321	\$ 365,140	\$ 346,977
Employee benefits (recovery)	<u>1,500</u>	<u>(885)</u>	<u>(1,452)</u>
	<u>\$ 366,821</u>	<u>\$ 364,255</u>	<u>\$ 345,525</u>



# 2018



# KENNEBECASIS REGIONAL POLICE 2018 ANNUAL REPORT





# TABLE OF CONTENTS



MESSAGE FROM CHIEF 3	DR. MATT ALEXANDER 4	MESSAGE FROM DEPUTY CHIEF 5
INSPECTOR HENDERSON 6	INSPECTOR BECKER 7	OUR CORE VALUES 8
STRATEGIC PRIORITIES 9	MEMBERS 10	MISSION / VISION 11
TRAFFIC SERVICES DIVISION 12	FLOOD RESPONSE 14	CRIMINAL INVESTIGATION DIVISION 15
COMMUNITY RELATIONS 16	CALL OVERVIEW 18	PROMOTIONS, NEW HIRES, RETIREMENTS 20
AWARDS 21	IN MEMORIAM 23	COMMUNITY 24
	D.A.R.E PROGRAM 26	

# MESSAGE FROM CHIEF

It is my pleasure to present the Kennebecasis Regional Police Force Annual Report for 2018. I am pleased to have completed my first full-year as Chief of KRPF during 2018. Over the past year I have gotten to know and appreciate the organization, the dedicated employees who comprise it, and the vibrant communities we serve.

In 2018, we completed external community and internal employee consultations in developing our renewed mission and vision statements, our core values, and our strategic priorities. Our core values of honesty, integrity, respect, compassion, accountability, pursuit of excellence, and professionalism serve to demonstrate the commitment of our employees to deliver policing services in a manner that is consistent with our values. Our strategic priorities of 1. Employee Wellness; 2. Youth; 3. Traffic Safety; 4. Excellence in Investigations, Crime Reduction and Prevention; and 5. Value for Service, reflect the feedback we received from our communities during our consultation sessions. These priorities provide necessary focus to our policing efforts in fostering safe and healthy communities in Rothesay and Quispamsis.

In 2018, our police force has delivered on ensuring crime in our communities is low and the resulting quality of life enjoyed by the citizens we serve is high. Rothesay and Quispamsis are among the safest places to live in Canada. In their annual Juristat report, Statistics Canada identifies the Kennebecasis Valley as having the lowest crime severity index in the country for communities with a population over 10,000. Moreover, the weighted clearance rate for criminal investigations of the Kennebecasis Regional Police Force in 2018 was amongst the best of any police force in Canada. The employees of KRPF are committed to doing all we can to ensure the policing services we provide continue to meaningfully contribute to ensuring Rothesay and Quispamsis remain among the safest and healthiest communities in Canada.

We look forward to continuing to deliver on that commitment in 2019.

## WAYNE GALLANT

Kennebecasis Regional Police Force  
CHIEF



# MESSAGE FROM THE CHAIR **DR. MATT ALEXANDER**



The Kennebecasis Regional Joint Board of Police Commissioners are proud to oversee the exceptional work that management, officers, and staff complete in support of the Kennebecasis Regional Police Force's Mission, Vision, Values, and Strategic Priorities.

While the Board sets the strategic direction of the force based on input from the community, we rely on staff to be community ambassadors. We hear time and time again from residents of the Kennebecasis Valley about how grateful they are for staff's professionalism, dedication, and unwavering service for the protection and safety of our great communities.

It is awesome once again to see the Kennebecasis Regional Police Force ranked #1 in Canada for having the lowest crime severity index. This demonstrates the dedication and commitment of our members to making the Kennebecasis Valley an awesome place to live, work, and raise a family. Many of our officers have also received recognition this year for their outstanding efforts, including Cpl. Kelley McIntyre who received national and international awards; *Top Female Police Officer in Atlantic Canada* and the *International Association of Women Police's 2018 Officer of the Year Award*.

The Kennebecasis Regional Police Force could not be what it is without the sacrifices that staff make each and every day they come to work. We and the community appreciate their pursuit of ensuring order, security, peace, and safety for all Valley residents!

Bob McLaughlin is stepping into the role of Chair after my three years at the helm. Bob has shown his dedication to and passion for the Department since he joined the Board. I wish him success in his role.

On behalf of my fellow Board Members, it's a pleasure to govern such an outstanding police service!

## **DR. MATT ALEXANDER**

Kennebecasis Regional Police Force  
**CHAIR**



# MESSAGE FROM DEPUTY CHIEF

As Deputy Chief of the Kennebecasis Regional Police Force I am proud to serve the communities of Rothesay and Quispamsis.

I am privileged to work with a dedicated group of sworn and civilian members who are accepting of change and new initiatives being implemented as our police force moves forward in the coming years.

We continue to ensure our officers have the resources and equipment needed to effectively police the communities we serve providing a high level of service.

We make certain our officers are kept up to date with new technology such as video evidence and the storage of data which is continuously expanding.

As well it is important that officers are kept up to date with current police practices which allow them to do their jobs with the utmost confidence and best practices utilized in policing today.

I am proud of the fact our members are heavily involved in the community they serve and as such strive to maintain one of the safest communities in Canada.

## JEFF GIGGEY

Kennebecasis Regional Police Force  
DEPUTY CHIEF



We make certain our officers are kept up to date with new technology such as video evidence and the storage of data which is continuously expanding.



# INSPECTOR HENDERSON

## OIC PATROL OPERATIONS

The nature and seriousness of police interactions with people experiencing mental illness should not be understated. They are becoming all too common and pose a great demand on police resources. In 2018 the Kennebecasis Regional Police Force responded to well over 100 of these incidents.

The Kennebecasis Regional Police Force has always placed a focus on proactive operational training with regards to safety in police response, including appropriate reactions using verbal de-escalation techniques when dealing with those experiencing a mental health crisis.

Officers are finding a great difference in the outcomes when deploying these techniques and work closely with other first responders (Fire and EMS), emergency room doctors and mental health professionals to ensure the safe resolution of these encounters.

The Kennebecasis Regional Police Force, through extensive community and internal focus groups, has identified Employee Wellness as one of its' strategic priorities moving forward in 2019.

Training for success in these mental health occurrences also goes a long way to ensure the wellness of our officers by lessening traumatic experiences and critical incidents on the front lines.

Employee wellness is complimented by internal training focusing on self-care, including mental and physical health. This training also provides officer awareness of the resources available for their support.

Our officers take tremendous pride in their role in the community. They are our greatest resources and when they are well they serve our communities well.

### MARY HENDERSON

Kennebecasis Regional Police Force  
INSPECTOR



# INSPECTOR BECKER

## OIC ADMINISTRATION

As the Inspector of Administration, one of my areas of responsibility includes the Auxiliary and Chaplaincy Programs. Part of our continued success as an organization is partially credited to the volunteers that serve in these capacities.

Our Auxiliary members are volunteers that are designated as Peace Officers in the Province of New Brunswick and who assist in various police operations including general patrol and community events. The Kennebecasis Regional Police Force has a reputation for being very involved in the communities we serve, from school safety talks, bicycle rodeos, to the DARE Program; to only name a few. Auxiliary members offer a tremendous amount of support in giving us the ability to continue this long standing tradition, while at the same time giving members the time and support needed to conduct thorough investigations of citizen complaints. In the coming months, we look forward to recruiting new Auxiliary members for the program; bringing our compliment from 4 to 8. Anyone interested in becoming an Auxiliary member should keep a close eye on our Facebook page and our website for recruitment announcements coming in 2019.

Our Chaplaincy Program is another avenue of volunteerism within our force. We have partnered with Chaplains from both the Christian and Muslim faiths to compliment the services we offer to our communities. Sadly, police work often accompanies tragedies which can be difficult for both the citizens and police officers alike. Chaplains complement our organization by providing spiritual guidance to those that are in need of this type of support.

Thank you to the dedicated men and women of the Kennebecasis Valley who step up to fill these very important volunteer positions. With your support, we can strive to continually be better!

### ANIKA BECKER

Kennebecasis Regional Police Force  
INSPECTOR





# CORE VALUES



INTEGRITY



HONESTY



PROFESSIONALISM



RESPECT



ACCOUNTABILITY



COMPASSION



PURSUIT OF EXCELLENCE



**OUR COMMUNITY. OUR COMMITMENT.**



# STRATEGIC PRIORITIES

Youth

Traffic Safety

Employee Wellness

Excellence and Innovation in Investigations

Crime Reduction, and Crime Prevention

Value for Service

## KENNEBECASIS REGIONAL POLICE CORE VALUES



INTEGRITY · HONESTY · PROFESSIONALISM · RESPECT · ACCOUNTABILITY · COMPASSION · PURSUIT OF EXCELLENCE

# MEMBERS

CHIEF WAYNE GALLANT

DEPUTY CHIEF JEFF GIGGEY

INSP. MARY HENDERSON

INSP. ANIKA BECKER

SGT. EVAN SCOTT

SGT. MICHAEL DICKSON

SGT. CRAIG MACDOUGALL

SGT. DERRICK FORRET

SGT. JOE CANTELO

SGT. COLIN FLYNN

CPL. TERRY MIDDLETON

CPL. SHARON WOODS

CPL. KIM BENNETT

CPL. VERNON SAUNDERS

CPL. TOM WHITE

CPL. JASON MURRAY

CPL. EUGENE BELLIVEAU

CPL. MARK IVEY

CPL. MITCHELL MERCER

CPL. LINDSEY MOTT

CPL. KRYSTAL DALEY

CPL. AARON HAINES

CST. KELLEY MCINTYRE

CST. MARK ROBERTS

CST. MATTHEW MARSH

CST. JAMES MCKAY

CST. ROBERT MOORE

CST. MARC LEBLANC

CST. DREW PALMER

CST. SHAWN TONER

CST. NATHAN MCINTYRE

CST. DYLAN LISSON

CST. JONATHAN MACEACHERN

CST. CHRISTOPHER MCLEOD

CST. SEBASTIEN LEE

CST. TODD CARR

## TERM EMPLOYEES

CST. COREY MCALLISTER

CST. JACKIE CURREN

CST. PATRICK LENNON

CST. CONNOR MACPHERSON







## OUR MISSION

To work in partnership with the communities we serve to improve the quality of life by ensuring the order, security, peace and safety of the citizens of the towns of Quispamsis and Rothesay, NB



## OUR VISION

Excellence in policing services achieved through community commitment, partnerships, innovation and leadership

### KENNEBECASIS REGIONAL POLICE CORE VALUES



INTEGRITY · HONESTY · PROFESSIONALISM · RESPECT · ACCOUNTABILITY · COMPASSION · PURSUIT OF EXCELLENCE

# TRAFFIC SERVICES DIVISION

The Traffic Enforcement and Safety Plan of the Kennebecasis Regional Police Force addresses traffic management, traffic law enforcement, and road safety within the jurisdiction of the Kennebecasis Regional Police Force.

## Traffic Safety Through Education and Enforcement

We “Walk the Walk and Talk the Talk”. Education pertaining to traffic safety has always been a priority to our Traffic Services Division as well as the enforcement of these laws and how it relates to traffic safety. We recognize that traffic enforcement should be community driven and relevant, and linked clearly to our two-way communications process. In other words, the focus and location of our enforcement initiatives should be identified primarily by listening to the concerns of our primary stakeholders – the citizens who use our roadways.

These concerns are expressed in many ways: through the formal and informal complaints regarding speeding and other traffic violations, feedback obtained from our public surveys, and on-line forums. Also factored in are the calls for service regarding motor vehicle collisions and other traffic hazards or incidents that are deemed to be legitimate concerns.

We have traditionally focused on the areas of aggressive driving, impaired driving, and occupant restraint to ensure that injury and death are prevented or mitigated. Distracted driving has risen to the point that it is now generally held to be ‘the new impaired driving’ in terms of overall risk to traffic and public safety; this is a huge concern.

Along with this has been the legalization of recreational cannabis and how it too will affect road safety and what we could possibly expect based on other countries and their own experiences. Bill C-46 made reforms to

alcohol-impaired driving and drug-impaired driving which will come into effect on December 18th, 2018. This will provide police the ability to conduct random breath testing for alcohol. Hopefully a huge deterrent to mitigate the propensity to get behind the wheel and drive after consuming alcohol.

Moving forward in addressing these issues and ensuring that we are continuing to work towards safer roads has resulted in the allocation of additional staff to our Traffic Services Division. Our traffic officers will be patrolling our roadways 24/7 along with members from our Patrol Division, together we will collectively work towards achieving the goals of Road Safety Strategy 2025 - making our roads the safest in the world.

If you see someone who you feel is driving while impaired please call 911 to report this; road safety is everyone’s responsibility and we too need your eyes on the road to help us.

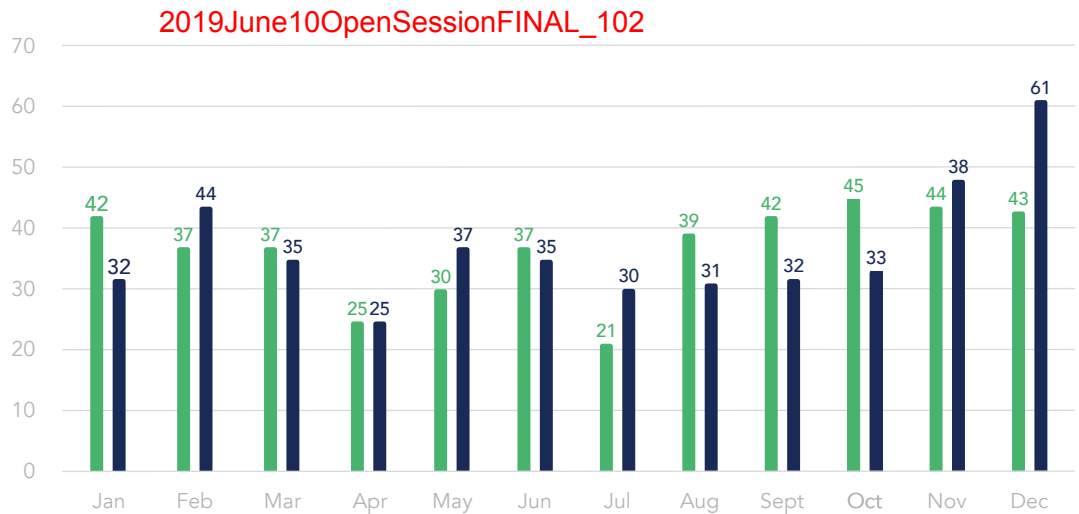
## E. SCOTT, SGT

Kennebecasis Regional Police Force  
TRAFFIC SERVICES DIVISION

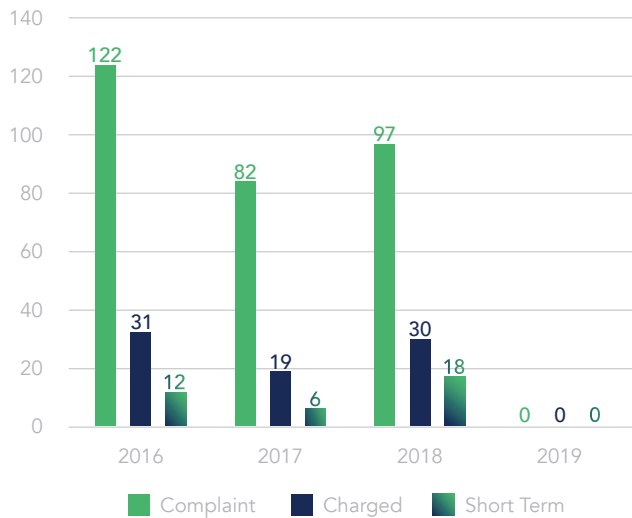
“ If you see someone who you feel is driving while impaired please call 911 to report this. ”

# Collision Totals by Month

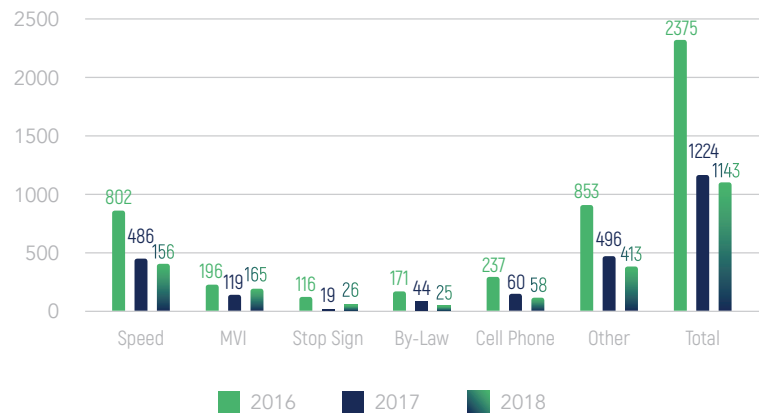
2017  
2018



# Impaired Driving Offenses



# Traffic Tickets





# 2018 FLOOD RESPONSE

In May of 2018 New Brunswickers faced some of the worse flooding our Province has ever seen. The KRPF added extra shifts as well as supplied volunteer members to affected areas when needed. This flood disaster showcased the consideration that this community has for each other...



“ Our Community, Our Commitment ”



KRPF migrated to the NB Trunk Mobile Radio System in 2018. This allows members better communication throughout both communities, replaces aging infrastructure, and improves officer safety.

# CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) is an integral part of the investigative process at the Kennebecasis Regional Police Force. The unit provides the community and frontline police officers with the resources of a team of trained and experienced fulltime investigators, whose primary duties are criminal investigations. The members receive specialized training in areas of interview and interrogation, warrant writing and major crime investigative techniques.

In 2018, members of CID were actively involved in the joint force Operation Barracuda, which was an investigation into the criminal activities of members of a motorcycle club known as the "Pit Bulls". Members of the Unit were also involved in the ongoing joint forces homicide investigation, known as J-Tirade. The unit also investigated a number of files including, armed robberies, break and enters, sexual assaults, employee thefts, frauds, drug trafficking, firearms offences and arsons. Several members of the unit were also seconded to integrated units including the ICE Unit and ICIU.

## CRAIG MACDOUGALL, SGT

Kennebecasis Regional Police Force  
CRIMINAL INVESTIGATION DIVISION



The unit provides the community and front line police officers with the resources of a team of trained and experienced fulltime Investigators.



# COMMUNITY RELATIONS

The KRPF Community Relations Team led by Inspector Anika Becker and Corporal Eugene Belliveau endeavours to participate in identifying the needs of the community by delivering many programs. In keeping with the Peel policing principals that “the police are the community and the community are the police”, the KRPF aspires to have a voice with various community boards. As a member of the integrated service delivery model, police maintain a working relationship and network with stakeholders in mental health, addictions, crime prevention, education, social development, seniors and youth. By collaborating together, programs are not being duplicated and the needs are being identified by the community.

These education/prevention programs involve police presentations on internet safety, senior abuse, drug awareness, cybercrime, impaired driving, child safety seats, anti-bullying and many others.

DARE has also been a long term KRPF program (mostly at the grade 5 level) which has proven to be a program demanded by this community. Five DARE officers are currently trained to deliver the program to 8 schools. Several Patrol officers also act as School Resource Officers and maintain regular patrols and interact with the two high schools regularly. Several officers are also VTRA (threat assessment trained).

The Community Relations Unit also maintains the CAP (Community Advancement Program) which is a police charity that raises money through various means like Community BBQ's in order to fill the needs of community. Several “Fill the Police Truck” food drives are done each year at rotating local grocery stores. Any financial contributions are used to buy food cards which are then given to front line officers who then disperse them to needy families that they may encounter at calls.

“PARTNER” our Police mascot was created for public relations and has proven to be a huge hit in breaking down any barriers between kids and police. A coloring book/safety activity book was also produced which includes PARTNER and various local community scenes. We have just completed a full complement of COP cards featuring various officers including Chief Gallant and “PARTNER”.

The KRPF is always open to partnering in crime prevention projects with various corporate sponsors like Atlantic





Superstore, Sobeys, Foodland, Canadian Tire, Correia and Collins Law Firm, Millennium Cycle and Sport, Town of Quispamsis and Rothesay and others. The unit also works and collaborates with groups like the Crime Prevention Association of N.B and Crime Stoppers, Knights of Columbus, Rotary Club and MADD to name a few. Safety and crime prevention ideas like "Put a lid on it" , "Steer clear" (distracted Driving) "Lock it or lose it" , "Love is respect" "Coffee with a Cop" and the Bike Rodeo are usually rolled out by police volunteers and community partners working as a team.

The Community Relations Unit plans and organizes many events like ATV Safety Session, Domestic Violence Awareness (Tanya Shand Memorial Milk and Cookie Run), the Annual Police Hot Pursuit BBQ Challenge which raises funds for CAP program and Law Enforcement Special Olympic Torch Run. The Youth Leadership Camp, the Love is Respect Program, the Friday Community BBQ's at the office parking lot, Sirens For Life, Bowling For Kids, Children's Wish Foundation. Jump Start, Pro Kids, Coffee With A Cop and Tim Horton's and Ronald Macdonald House fund raisers.

The Community Relations Unit also manages the Police Chaplain Unit which includes four dedicated members from many different faiths. They assist with notification of kin, grieving, PTSD and assisting with newcomers.

The KRPF are very fortunate to have such a great relationship with the community it serves. Most of the



CHEQUE PRESENTATION ON BEHALF OF THE LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS

programs are advertised on our Police Facebook page as is the daily police reports. The Kennebecasis Valley citizens and corporate sponsors are always ready and willing to assist and to promote police programs .Letters of appreciation and compliments for the work that our officers do often on their own time in the community, are received regularly.

The Community Relations Unit is proud to be part of the crime prevention and crime reduction strategies and education at all levels of government. The KRPF officers understand that the effort put in at the front with Public Relations often pays dividends at the end and builds trust, respect and confidence between public and police.

Respectfully submitted,

**EUGENE BELLIVEAU, CPL**  
Kennebecasis Regional Police Force  
COMMUNITY RELATIONS



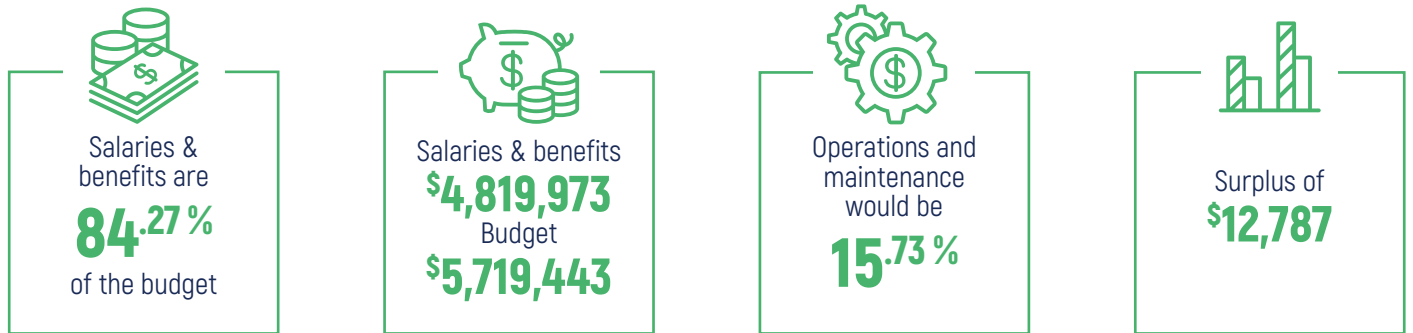


# 2018 CALL OVERVIEW

<b>TOTAL CALLS FOR SERVICE</b>	<b>9810</b>	Assist General Public	296	Drug Complaint	4
<b>TOTAL FILES CREATED</b>	<b>2523</b>	Assist Other Agency	119	Extortion	1
911 Hang-up CAD	273	Attempt Suicide	2	Fail to Stop for Police	1
Alarm CAD	495	Community Policing Projects	2	Fail/Refuse Breath Sample	2
Animal Complaint	125	Disturbance	28	Found Drugs	3
Impaired Driving Complaint CAD	127	Domestic Call	63	Fraud	55
Parking/Driving Complaints CAD	551	Lost/Found Property	79	Impaired Operation of MV	35
Police Medical Call	104	Fight in Progress	8	Indecent Act	1
Police Fire Call	78	Internet Complaint	2	Mischief	46
Trespass Complaint	5	Loud Party/Noise Complaint	1	Obstruct Police Officer	1
Vehicle Stops	1751	Medical Call	14	Other Criminal Code	4
POPA Tickets	1145	Missing Person	34	Possess CDSA	14
Bylaw Tickets	25	Non Criminal Domestic	50	Possession of Weapons	5
<b>MOTOR VEHICLE</b>		Public Relations	64	Personating Police Officer	2
7 Day Suspension Warning	3	Sudden Death	15	Breach of Probation	12
ATV/Snowmobile Complaint	6	Suspicious Person	21	Robbery	5
Dangerous Operation of MV	1	Suspicious Noise	1	Sex Material to Child	1
Driving to Left of Roadway	1	Suspicious Vehicle	7	Sexual Assault	8
Fail to Stop or Remain	63	Unwanted Person	13	Sexual Interference	1
Fatal MVA	1	Weapon Complaint	4	Shoplifting	39
Inspection Sticker, Etc.	41	<b>CRIMINAL CODE</b>		Take MV without consent	3
MVA	444	Abandoned Child	3	Theft Bicycle	4
No Drivers Licence	2	Ammo/flare Disposal & Found	21	Theft Credit Card	4
No Insurance	4	Arson	2	Theft from MV	45
Other Provincial Statutes	19	Assault	89	Theft from Mail	1
Pass School Bus Illegally	1	Breach Recognizance	10	Theft of Automobile	7
Traffic Check Stop	110	Break & Enter	24	Theft Under \$5000	74
Traffic/Parking Complaint	11	Child Pornography	2	Theft Over \$5000	6
Vehicle Not Registered	1	Counterfeiting	4	Traffic Cocaine	2
<b>COMMON POLICE ACTIVITIES</b>		Harassment	2	Trespass at Night	6
Animal Call	18	Disturbing the Peace	1	Unlawfully in Dwelling	1

Uttering Threats	27	<b>PROVINCIAL</b>	Provincial Cannabis Act	2	
Warrants/Execution of Warrant	5	Abandoned Vehicle	4	Provincial Liquor Act	1
<b>MUNICIPAL</b>		Intoxicated Person	11	Trespass Act	2
Bylaws	8	Mental Health Call	114		

## Budget Information



## Use of Force Statistics

In 2018, nine Use Of Force reports were submitted to the Province of New Brunswick.

## Public Complaints 2018

MONTH	COMPLAINTS	ACTIVE INVESTIGATIONS	MEMBER COMPLAINTS	POLICE ACT Conduct	POLICE ACT Service	CONCLUDED FILES
JANUARY	2	0	2	0	0	2
FEBRUARY	1	0	0	0	1	1
MARCH	2	0	2	0	0	2
APRIL	3	0	3	0	0	3
MAY	2	0	1	1	0	2
JUNE	5	0	3	0	2	5
JULY	2	0	1	0	1	2
AUGUST	2	1	2	0	0	1
SEPTEMBER	1	0	0	1	0	1
OCTOBER	5	2	2	0	3	3
NOVEMBER	3	2	1	1	1	1
DECEMBER	0	0	0	0	0	0
<b>TOTAL</b>	<b>28</b>	<b>5</b>	<b>17</b>	<b>3</b>	<b>8</b>	<b>23</b>

# PROMOTIONS, NEW HIRES, & RETIREMENTS

**CPL. MARY HENDERSON  
AND CST. ANIKA BECKER**  
WERE PROMOTED  
TO THE RANK OF INSPECTOR  
IN APRIL 2018.



**CST. MARK IVEY, CST. MITCH MERCER, CST. KRystal  
DALEY, AND CST. AARON HAINES** WERE PROMOTED TO  
THE RANK OF CORPORAL IN FEBRUARY 2018.

**TERM CONSTABLE  
CONNOR MACPHERSON**  
JOINED THE FORCE IN  
JUNE OF 2018.



**DEBI STEWART** RETIRED IN JUNE 2018.



# AWARDS



**CPL. SHARON WOODS**  
THIRTY YEAR BAR TO THE POLICE EXEMPLARY SERVICE MEDAL



**CPL. TERRY MIDDLETON**  
THIRTY YEAR BAR TO THE POLICE EXEMPLARY SERVICE MEDAL



**SGT. JOE CANTELO**  
THIRTY YEAR BAR TO THE POLICE EXEMPLARY SERVICE MEDAL



**CPL. KIM BENNETT**  
TWENTY YEAR POLICE EXEMPLARY SERVICE MEDAL



**INSP. ANIKA BECKER**  
TWENTY YEAR POLICE EXEMPLARY SERVICE MEDAL



**SGT. CRAIG MACDOUGALL**  
TWENTY-FIVE YEAR SERVICE WATCH



**CST. KELLEY MCINTYRE**  
CHIEF'S COMMENDATION



**CST. KELLEY MCINTYRE**  
INTERNATIONAL ASSOCIATION OF WOMEN  
POLICE OFFICER OF THE YEAR AWARD



**CPANB AWARDS**

Front Row **AUX.CST RICK CLEVELAND, PARTNER (AUX.CST GEOFF MCCABE), CPL. JASON MURRAY, YENNAH HURLEY (KV OASIS), INSP. MARY HENDERSON, ALLIE HENDERSON.** Back Row **CPL. EUGENE BELLIVEAU, CST. JACKIE CURRAN, CST. SEBASTIEN LEE, INSP. ANIKA BECKER.**  
Missing from photo: **CPL. KRYSTAL DALEY, CST. TODD CARR**





# IN MEMORIAM

On August 10th, 2018, on the Northside of Fredericton, two civilians, Donnie Robichaud and Bobbi Lee Wright as well as two Fredericton Police Force officers, Cst. L. Robb Costello and Cst. Sara May Burns were killed by a gunman while responding to shots-fired call for service.

Members from all municipal police forces across New Brunswick, as well as members of the RCMP volunteered to work in Fredericton during the next week so Fredericton officers could have the opportunity to mourn their fallen colleagues.

The KRPF assisted by sending officers to work, having members of MCU on call for major cases, sending our civilian court officer, Danielle Bordage, to cover all court-related matters, having Insp. Henderson act as NCO during many shifts, as well as Chief Gallant there to support Chief Fitch and the FPF with whatever they needed.



**CST. L. ROBB COSTELLO**



**CST. SARA MAY BURNS**

# COMMUNITY





2019 June 10 Open Session FINAL\_114





# D.A.R.E PROGRAM

Dear Corporal Daley,

We, the Grade 5 students of 5Bryden and 5Dunlop are writing you this letter on behalf a spectacular student, Katelyn Doyle. The reason for writing this letter is that we would like our classmate Katelyn to graduate from the D.A.R.E. program. To understand why we are writing this letter you probably need to understand who we are talking about. Who is Katelyn? She is a special member of Mrs. Bryden's Grade 5 class. To most of us, Katelyn is our classmate. Katelyn is unable to communicate or write. She may not learn like us. She may not talk like us. But she is one of us.

We understand that the requirements to graduate from D.A.R.E are attending all of the D.A.R.E classes and writing the final D.A.R.E essay. Well, Katelyn has attended and listened to most of the classes, which is half of the D.A.R.E program. Because Katelyn cannot write, she would not be able to write the final essay. We want to help her to graduate from D.A.R.E with us.

Katelyn has been with us all along the way, ever since Kindergarten. As a class, we always try to include her in everything we do. Katelyn is very sweet. She lights up every room she comes in. She has a great personality. She is overall just a lovely member of our class. So we want to help her graduate from D.A.R.E. We think Katelyn will always remember this experience, as will her parents and EA Mrs. Moore. It is a memorable moment of the Grade five year.

Katelyn is part of our class and she should be able to participate. She deserves to be treated with respect. We have gotten to know her and care for her. We want to support her. Equality lives here with us, with Katelyn. She's been with us since the start. She has taught us gratitude, respect and tolerance. She deserves this just as much as the rest of us. Please accept this letter as Katelyn's D.A.R.E essay.

Our Katelyn. Our hero.

With respect,

THE MEMBERS OF  
5BRYDEN AND 5DUNLOP



# KRPF 2018 TRADING CARD COLLECTION



## COLLECT ALL 12!



# Quispamsis and Rothesay ranked as the **SAFEST** **COMMUNITY** in Canada in 2018



Rothesay and Quispamsis, with a population of 29,000 have a crime severity index of 18.25, the lowest of the 237 Canadian urban areas ranked by Maclean's and almost 55 points lower than Canada's overall CSI of 72.9. The crime severity index is a measure used by Statistics Canada that accounts for the both the number and seriousness of crimes.

They had the lowest rate of breaking and entering in the country in 2017 with just 18 incidents, or a rate of 61.32 per 100,000 people.

Rothesay and Quispamsis are the only towns from Atlantic Canada to make the list of the top 50 safest places in the country.



# Town of Rothesay

## General Fund Financial Statements

April 30, 2019

**Includes:**

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Project Funding - April	G11
Project Funding - May - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 4/30/19

### ASSETS

Capital Assets - General Land	4,465,620
Capital Assets - General Fund Land Improvements	7,955,285
Capital Assets - General Fund Buildings	5,380,993
Capital Assets - General Fund Vehicles	3,438,812
Capital Assets - General Fund Equipment	3,203,848
Capital Assets - General Fund Roads & Streets	39,912,224
Capital Assets - General Fund Drainage Network	19,172,748
Capital Assets - Under Construction - General	-
	<u>83,529,529</u>

Accumulated Amortization - General Fund Land Improvements	(3,342,712)
Accumulated Amortization - General Fund Buildings	(2,301,630)
Accumulated Amortization - General Fund Vehicles	(1,637,382)
Accumulated Amortization - General Fund Equipment	(1,143,284)
Accumulated Amortization - General Fund Roads & Streets	(20,141,594)
Accumulated Amortization - General Fund Drainage Network	(6,831,640)
	<u>(35,398,240)</u>

\$ 48,131,289

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	6,983,000

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets 41,808,289

\$ 48,131,289



**Town of Rothesay**  
Balance Sheet - General Fund Reserves  
4/30/19

ASSETS

BNS General Operating Reserve #214-15	666,054
BNS General Capital Reserves #2261-14	2,092,381
BNS - Gas Tax Reserves - GIC	4,238,842
Gen Reserves due to/from Gen Operating	(896,834)
	<u>\$ 6,100,444</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,017,423
General Gas Tax Funding	255,024
Invest. in General Operating Reserve	673,700
Invest. in Land for Public Purposes Reserve	128,232
Invest. in Town Hall Reserve	52,738
	<u>\$ 6,100,445</u>

**Town of Rothesay**  
Balance Sheet - General Operating Fund  
4/30/19

CURRENT ASSETS

Cash	2,511,535
Receivables	316,805
HST Receivable	168,898
Inventory	29,645
Gen Operating due to/from Util Operating	<u>(1,010,285)</u>
Total Current Assets	<u>2,016,597</u>
Other Assets:	
Projects	<u>238,033</u>
	<u>238,033</u>
<b>TOTAL ASSETS</b>	<b><u><u>2,254,630</u></u></b>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	712,308
Other Payables	533,428
Gen Operating due to/from Gen Reserves	(896,834)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	<u>18,387</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>1,485,709</u></u></b>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	<u>766,476</u>
	<u>768,921</u>
	<u><u>2,254,630</u></u>

2019June10OpenSessionFINAL\_122

# Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,336,919	1,336,918	5,347,674	5,347,674	(0)		16,043,021
Sale of Services	39,576	26,299	159,744	145,084	14,660		403,043
Services to Province of New Brunswick	5,000	5,000	20,000	20,000	0		60,000
Other Revenue from Own Sources	14,519	9,045	36,449	21,180	15,269		108,540
Unconditional Grant	10,183	10,183	40,730	40,730	(0)		122,190
Conditional Transfers	2,000	0	2,000	0	2,000		26,500
Other Transfers	0	0	326,706	326,706	0		1,076,706
	<u>\$1,408,196</u>	<u>\$1,387,445</u>	<u>\$5,933,302</u>	<u>\$5,901,374</u>	<u>\$31,928</u>		<u>\$17,840,000</u>
<b>EXPENSES</b>							
General Government Services	142,603	157,188	808,753	887,400	78,647		2,260,215
Protective Services	373,489	375,584	1,822,242	1,830,138	7,896		5,038,809
Transportation Services	284,651	288,917	1,433,385	1,397,931	(35,454)		3,444,029
Environmental Health Services	47,796	50,417	195,908	201,667	5,759		645,000
Environmental Development	54,522	51,539	230,242	246,613	16,371		649,680
Recreation & Cultural Services	214,894	228,382	675,044	719,639	44,595		2,049,910
Fiscal Services	276	333	1,250	1,333	83		3,752,357
	<u>\$1,118,230</u>	<u>\$1,152,360</u>	<u>\$5,166,825</u>	<u>\$5,284,721</u>	<u>\$117,896</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$289,966</u>	<u>\$235,085</u>	<u>\$766,476</u>	<u>\$616,653</u>	<u>\$149,824</u>		<u>\$ 0</u>



**Town of Rothesay**  
Statement of Revenue & Expenditure  
4 Months Ended 4/30/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	870	2,500	4,798	10,000	(5,203)	1	30,000
Town Hall Rent	4,850	4,167	18,400	16,667	1,733		50,000
Arena Revenue	27,142	15,086	123,027	112,733	10,294	2	245,678
Community Garden	40	0	40	0	40		1,300
Recreation Programs	6,674	4,546	13,480	5,685	7,795	3	76,065
	<u>39,576</u>	<u>26,299</u>	<u>159,744</u>	<u>145,084</u>	<u>14,660</u>		<u>403,043</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	4,973	7,917	10,157	16,667	(6,510)	4	95,000
Police Fines	60	0	60	0	60		0
Recycling Dollies & Lids	96	0	372	0	372		0
Interest & Sundry	4,791	417	13,788	1,667	12,122	5	5,000
Miscellaneous	4,585	712	9,056	2,847	6,210	6	8,540
Fire Dept. Administration	0	0	3,000	0	3,000	7	0
History Book Sales	15	0	15	0	15		0
	<u>14,519</u>	<u>9,045</u>	<u>36,449</u>	<u>21,180</u>	<u>15,269</u>		<u>108,540</u>
<b>Conditional Transfers</b>							
Canada Day Grant	2,000	0	2,000	0	2,000		1,500
Grant - Other	0	0	0	0	0		25,000
	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	0	0	250,000	250,000	0		1,000,000
	<u>0</u>	<u>0</u>	<u>326,706</u>	<u>326,706</u>	<u>0</u>		<u>1,076,706</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	3,071	3,542	13,397	14,167	770		42,500
Councillors	9,837	10,092	39,170	40,367	1,196		121,100
Regional Service Commission 9	1,671	1,750	3,342	3,500	159		7,000
Other	200	708	725	2,833	2,108		8,500
	<u>14,778</u>	<u>16,092</u>	<u>56,634</u>	<u>60,867</u>	<u>4,233</u>		<u>179,100</u>
Administrative							
Office Building	11,559	8,975	78,277	77,200	(1,077)	8	136,500
Solicitor	917	4,167	5,408	16,667	11,259		50,000
Administration - Wages & Benefits	81,171	81,708	337,800	366,833	29,034		1,063,300
Supplies	5,584	9,886	39,268	50,182	10,914		114,000
Professional Fees	6,257	20,000	6,937	29,545	22,608		55,000
Other	18,652	11,693	74,539	65,773	(8,766)	9	159,319
	<u>124,140</u>	<u>136,430</u>	<u>542,229</u>	<u>606,200</u>	<u>63,971</u>		<u>1,578,119</u>

2019June10OpenSessionFINAL\_124

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							G7
Community Communications	516	1,333	4,254	5,000	746		10,000
Civic Relations	29	333	29	1,333	1,305		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	2,500	3,000	8,300	16,000	7,700		40,000
Cost of Assessment	0	0	0	0	0		250,996
Property Taxes - L.P.P.	0	0	10,084	8,000	(2,084)	10	8,000
	<u>3,045</u>	<u>4,667</u>	<u>208,505</u>	<u>220,333</u>	<u>11,829</u>		<u>502,996</u>
	<u>141,963</u>	<u>157,188</u>	<u>807,367</u>	<u>887,400</u>	<u>80,033</u>		<u>2,260,215</u>
<b>Protective Services</b>							
Police							
Police Protection	202,260	202,260	809,040	809,040	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>811,840</u>	<u>811,840</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	633,956	633,956	0		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>158,489</u>	<u>158,489</u>	<u>958,956</u>	<u>958,956</u>	<u>0</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	49,508	49,508	(0)		148,525
EMO Director/Committee	80	833	240	3,333	3,094		10,000
	<u>12,457</u>	<u>13,210</u>	<u>49,748</u>	<u>52,842</u>	<u>3,094</u>		<u>158,525</u>
Other							
Animal & Pest Control	283	792	1,698	3,167	1,469		9,500
Other	0	833	0	3,333	3,333		10,000
	<u>283</u>	<u>1,625</u>	<u>1,698</u>	<u>6,500</u>	<u>4,802</u>		<u>19,500</u>
<b>Total Protective Services</b>	<u>373,489</u>	<u>375,584</u>	<u>1,822,242</u>	<u>1,830,138</u>	<u>7,896</u>		<u>5,038,809</u>

2019June10OpenSessionFINAL\_125

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
Common Services <span style="float: right;">G8</span>							
Administration (Wages & Benefits)	130,484	136,945	614,696	629,042	14,346		1,776,862
Workshops, Yards & Equipment	48,392	46,009	264,540	234,035	(30,506)	11	594,104
Engineering	0	625	0	2,500	2,500		7,500
	<u>178,876</u>	<u>183,578</u>	<u>879,236</u>	<u>865,577</u>	<u>(13,660)</u>		<u>2,378,466</u>
Street Cleaning & Flushing	0	10,000	0	17,000	17,000		40,000
Roads & Streets	93	7,000	1,101	18,000	16,899		65,000
Crosswalks & Sidewalks	1,499	1,714	6,488	3,854	(2,633)		20,563
Culverts & Drainage Ditches	1,366	5,417	2,149	21,667	19,518		65,000
Snow & Ice Removal	46,718	42,000	440,322	374,000	(66,322)	12	554,000
2019 Flood Costs	24,592	0	24,592	0	(24,592)		0
	<u>74,268</u>	<u>66,130</u>	<u>474,651</u>	<u>434,521</u>	<u>(40,130)</u>		<u>744,563</u>
Street Lighting	11,768	11,500	45,580	46,000	420		145,000
Traffic Services							
Street Signs	0	1,000	405	4,000	3,595		12,000
Traffic Lanemarking	0	5,000	0	5,000	5,000		30,000
Traffic Signals	958	3,333	5,259	13,333	8,074		40,000
Railway Crossing	1,096	1,667	4,632	6,667	2,035		20,000
	<u>2,055</u>	<u>11,000</u>	<u>10,296</u>	<u>29,000</u>	<u>18,704</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,537	16,500	17,537	16,500	(1,037)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	584	833	249		2,500
	<u>17,683</u>	<u>16,708</u>	<u>23,621</u>	<u>22,833</u>	<u>(788)</u>		<u>74,000</u>
<b>Total Transportation Services</b>	<u>284,651</u>	<u>288,917</u>	<u>1,433,385</u>	<u>1,397,931</u>	<u>(35,454)</u>		<u>3,444,029</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	14,959	16,250	66,048	65,000	(1,048)		195,000
Solid Waste Disposal Compost	1,624	2,083	4,485	8,333	3,848		25,000
Solid Waste Collection	23,186	24,167	92,744	96,667	3,922		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	32,109	31,667	(443)		95,000
Clean Up Campaign	0	0	521	0	(521)		40,000
	<u>47,796</u>	<u>50,417</u>	<u>195,908</u>	<u>201,667</u>	<u>5,759</u>		<u>645,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	22,059	36,015	169,662	181,319	11,657		460,200
Planning Projects	21,103	7,083	24,524	28,333	3,809		85,000
Heritage Committee	0	208	0	833	833		2,500
	<u>43,162</u>	<u>43,307</u>	<u>194,186</u>	<u>210,486</u>	<u>16,299</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	8,232	8,232	32,927	32,927	0		98,780
	3,129	0	3,129	3,200	71		3,200
	<u>11,360</u>	<u>8,232</u>	<u>36,055</u>	<u>36,127</u>	<u>71</u>		<u>101,980</u>
	<u>54,522</u>	<u>51,539</u>	<u>230,242</u>	<u>246,613</u>	<u>16,371</u>		<u>649,680</u>



2019June10OpenSessionFINAL\_126

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	21,063	18,404	106,741	102,192	{4,549}		259,500
Beaches	0	0	53	0	(53)		39,000
Rothesay Arena	36,109	38,464	130,064	137,775	7,711		332,680
Memorial Centre	4,232	4,083	20,328	24,333	4,005		57,000
Summer Programs	4	1,000	58	1,000	943		61,000
Parks & Gardens	29,218	41,475	126,704	155,900	29,196		585,700
Rothesay Common Rink	4,499	2,424	31,156	23,858	(7,298)	13	48,335
Playgrounds and Fields	2,788	7,750	10,344	25,000	14,656		110,000
Regional Facilities Commission	106,774	106,774	213,548	213,548	0		427,095
Kennebecasis Public Library	7,089	7,089	28,355	28,355	0		85,065
Special Events	3,119	833	7,694	7,333	(361)		36,000
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	0	345	345		1,035
	<u>214,894</u>	<u>228,382</u>	<u>675,044</u>	<u>719,639</u>	<u>44,595</u>		<u>2,049,910</u>
<b>Fiscal Services</b>							
<b>Debt Charges</b>							
Interest	276	333	1,250	1,333	83		198,857
Debenture Payments	0	0	0	0	0		1,033,000
	<u>276</u>	<u>333</u>	<u>1,250</u>	<u>1,333</u>	<u>83</u>		<u>1,231,857</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,390,500
Reserve Funds	0	0	0	0	0		120,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,520,500</u>
	<u>276</u>	<u>333</u>	<u>1,250</u>	<u>1,333</u>	<u>83</u>		<u>3,752,357</u>

G9

# Town of Rothesay

## Variance Report - General Fund

4 months ending April 30, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 4,798	\$ 10,000	\$ (5,202)	Slow rentals this time of year, should catch up
2	Arena Revenue	\$ 123,027	\$ 112,733	\$ 10,294	Extra figure skating revenue
3	Recreation Programs	\$ 13,480	\$ 5,685	\$ 7,795	2018 RHS Field revenue
4	Licenses & Permits	\$ 10,157	\$ 16,667	\$ (6,510)	Fewer building permits, may catch up
5	Interest & Sundry	\$ 13,788	\$ 1,667	\$ 12,121	Interest on cash on hand, General receivables
6	Miscellaneous	\$ 9,056	\$ 2,847	\$ 6,209	Sand bag sales, CUPE recovery of expenses
7	Fire Dept. Administration	\$ 3,000	\$ -	\$ 3,000	New agreement

Total \$ 27,707  
 Variance per Statement \$ 31,928  
 Explained 86.78%

**Expenses**

**General Government**

8	Office Building	\$ 78,277	\$ 77,200	\$ (1,077)	Common Room repairs
9	Administration - Other	\$ 74,539	\$ 65,773	\$ (8,766)	WHSCC over budget
10	Property Taxes LPP	\$ 10,084	\$ 8,000	\$ (2,084)	Assessment increases on vacant land

**Protective Services**

				\$ -	
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**Transportation**

11	Workshops, Yards & Equipment	\$ 264,540	\$ 234,035	\$ (30,505)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$13,000
12	Snow & Ice Removal	\$ 440,322	\$ 374,000	\$ (66,322)	Salt & Sand purchases over budget by \$51,000; fuel escalation on contracts

**Environmental Health**

				\$ -	
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**Environmental Development**

				\$ -	
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**Recreation & Cultural Services**

13	Rothesay Common Rink	\$ 31,156	\$ 23,858	\$ (7,298)	Power cost high
				\$ -	

**Fiscal Services**

				\$ -	
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Total \$ (114,975)  
 Variance per Statement \$ 117,896  
 Explained -97.52%

2019June10OpenSessionFINAL\_128

Town of Rothesay

Capital Projects 2019  
General Fund  
4 Months Ended 4/30/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	5,344	84,656			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	0	50,000			
<b>Total General Government</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>	<b>5,344</b>	<b>134,656</b>			
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	18,696	287,304			
<b>Total Protective Services</b>	<b>306,000</b>	<b>0</b>	<b>0</b>	<b>306,000</b>	<b>18,696</b>	<b>287,304</b>			
<b>Transportation</b>									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	0	352,600	3/4T Pickup (R072)	60,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	37,512	1,567,488	Single Axle Plough (R035)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	33,839	1,416,161	Single Axle Plough (R038)	225,000	
12026960 Cameron Rd/Mulberry Lane T-2019-006	170,000			170,000	4,484	165,516			
Unassigned:						0		580,000	
Designated Highway	282,500		-282,500	0		0			
Secondary Plan	50,000			50,000		50,000			
<b>Total Transportation</b>	<b>3,867,500</b>	<b>3,407,600</b>	<b>-9,900</b>	<b>3,687,600</b>	<b>75,835</b>	<b>3,611,765</b>			
<b>Recreation</b>									
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000			
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	8,169	64,331	Truck	60,000	
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	56,547	398,453			
12026760 McGuire Centre Renos R-2019-003	0			0	17,946	-17,946		85,000	8,169
<b>Total Recreation</b>	<b>1,675,000</b>	<b>527,500</b>	<b>42,500</b>	<b>1,717,500</b>	<b>86,325</b>	<b>1,631,175</b>			
<b>Carryovers</b>									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081			
	0	0	0	0	51,833	-51,833			
<b>Total</b>	<b>\$ 5,988,500</b>	<b>\$ 3,935,100</b>	<b>\$ 32,600</b>	<b>\$ 5,851,100</b>	<b>\$ 238,033</b>	<b>\$ 5,613,067</b>			
<b>Funding</b>									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	<b>\$ 5,681,100</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,253,100</b>	<b>\$ 1,165,500</b>			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			



2019June10OpenSessionFINAL\_129

Town of Rothesay

Capital Projects 2019  
General Fund  
5 Months Ended 5/31/19

DRAFT!

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	19,584	70,416			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	0	50,000			
<b>Total General Government</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>	<b>19,584</b>	<b>120,416</b>			
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	18,696	287,304			
<b>Total Protective Services</b>	<b>306,000</b>	<b>0</b>	<b>0</b>	<b>306,000</b>	<b>18,696</b>	<b>287,304</b>			
<b>Transportation</b>									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	0	352,600	3/4T Pickup (R072)	60,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	86,233	1,518,767	Single Axle Plough (R035)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	33,839	1,416,161	Single Axle Plough (R038)	225,000	
12026960 Cameron Rd/Mulberry Lane T-2019-006	170,000		170,000	170,000	6,772	163,228			
Unassigned:						0		580,000	
Designated Highway	282,500		-282,500	0	0	0			
Secondary Plan	50,000			50,000		50,000			
<b>Total Transportation</b>	<b>3,867,500</b>	<b>3,407,600</b>	<b>-9,900</b>	<b>3,687,600</b>	<b>126,845</b>	<b>3,560,756</b>			
<b>Recreation</b>									
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000			
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	8,169	64,331	Truck	60,000	
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	56,547	398,453			
12026760 McGuire Centre Renos R-2019-003	0			0	17,946	-17,946		85,000	8,169
<b>Total Recreation</b>	<b>1,675,000</b>	<b>527,500</b>	<b>42,500</b>	<b>1,717,500</b>	<b>86,325</b>	<b>1,631,175</b>			
<b>Carryovers</b>									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081			
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,833</b>	<b>-51,833</b>			
<b>Total</b>	<b>\$ 5,988,500</b>	<b>\$ 3,935,100</b>	<b>\$ 32,600</b>	<b>\$ 5,851,100</b>	<b>\$ 303,282</b>	<b>\$ 5,547,818</b>			
<b>Funding</b>									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	<b>\$ 5,681,100</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,253,100</b>	<b>\$ 1,165,500</b>			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

# Town of Rothesay

## Utility Fund Financial Statements

April 30, 2019

**Attached Reports:**

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - April

U6

Project Listing - May - Draft!

U7

**Town of Rothesay**  
Utility Reserve Balance Sheet  
As at 4/30/19

ASSETS

Assets:	
Bank - Utility Reserve	1,105,112
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,116,007</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	762,544
Invest. in Utility Operating Reserve	103,337
Invest. in Sewage Outfall Reserve	250,127
TOTAL EQUITY	<u>\$ 1,116,008</u>



**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 4/30/19

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,335,323
Accounts Receivable - Projects	437,430
Total Current Assets	<u>1,772,753</u>
Other Assets:	
Projects	28,429
	<u>28,429</u>
 TOTAL ASSETS	 <u>\$ 1,801,181</u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	(1,010,285)
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	16,016
Total Liabilities	<u>(239,726)</u>

EQUITY

Surplus:	
Opening Retained Earnings	80,599
Profit (Loss) to Date	1,960,309
	<u>2,040,908</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,801,182</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**4 Months Ended 4/30/19**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	8,345	0	271,802	274,875	(3,073)		1,050,000
Meter and non-hookup fees	59	0	11,730	10,525	1,205		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	2,669	0	61,743	59,000	2,743		59,000
Sewerage Services	11,131	0	1,647,385	1,610,000	37,385	1	1,610,000
Connection Fees	5,200	7,778	46,900	15,556	31,344	2	70,000
Interest Earned	6,523	4,167	27,894	16,667	11,228		50,000
Misc. Revenue	450	182	1,525	729	796		2,187
Infrastructure Grants	0	0	39,180	0	39,180		0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
<b>TOTAL RECEIPTS</b>	<b>34,377</b>	<b>12,127</b>	<b>2,444,873</b>	<b>2,324,064</b>	<b>120,809</b>		<b>3,220,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	100,000	100,000	0		400,000
Audit/Legal/Training	3,183	708	3,353	2,833	(520)		11,500
Purification & Treatment	21,852	18,659	106,673	107,727	1,054		357,000
Transmission & Distribution	3,322	6,667	29,188	26,667	(2,521)	6	112,000
Power & Pumping	4,816	3,500	16,300	14,000	(2,300)	4	42,000
Billing/Collections	97	333	1,251	1,333	83		4,000
Water Purchased	0	50	91	200	109		600
Misc. Expenses	0	1,000	3,600	4,000	400		12,000
<b>TOTAL WATER SUPPLY</b>	<b>33,270</b>	<b>30,917</b>	<b>260,455</b>	<b>256,761</b>	<b>(3,695)</b>		<b>939,100</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	150,000	150,000	0		600,000
Audit/Legal/Training	3,129	1,000	4,200	4,000	(200)		19,000
Collection System Maintenance	1,133	2,667	3,136	10,667	7,531		64,000
Sewer Claims	0	1,667	438	6,667	6,229		20,000
Lift Stations	7,086	3,500	19,884	14,000	(5,884)	5	42,000
Treatment/Disposal	5,608	6,250	36,601	35,000	(1,601)	6	92,000
Infiltration Study	0	0	2,192	0	(2,192)		0
Misc. Expenses	325	139	7,658	6,389	(1,268)	7	7,502
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>17,281</b>	<b>15,222</b>	<b>224,108</b>	<b>226,723</b>	<b>2,615</b>		<b>844,502</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		330,261
Principal Repayment	0	0	0	0	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,436,398</b>
<b>TOTAL EXPENSES</b>	<b>50,551</b>	<b>46,140</b>	<b>484,564</b>	<b>483,483</b>	<b>(1,080)</b>		<b>3,220,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(16,174)</b>	<b>(34,013)</b>	<b>1,960,309</b>	<b>1,840,581</b>	<b>119,728</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
4 Months Ended April 30, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sewer Services	1,647,385	1,610,000	37,385	Multi-residential higher than budget
2	Connection Fees	46,900	15,556	31,344	New connections
<b>Expenditures</b>					
<b>Water</b>					
3	Transmission & Distribution	29,188	26,667	(2,521)	Water leak repairs \$14,000
4	Power & Pumping	16,300	14,000	(2,300)	NB Power costs high
<b>Sewer</b>					
5	Lift Stations	19,884	14,000	(5,884)	NB Power costs high
6	Treatment & Disposal	36,601	35,000	(1,601)	Power high, property tax increased
7	Misc. Expense	7,658	6,389	(1,269)	Clothing purchases
<b>Fiscal Services</b>					
-					



2019June10OpenSessionFINAL\_135

Town of Rothesay

Capital Projects 2018  
Utility Fund  
4 Months Ended 4/30/19

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430 Well Development - Quality W-2018-003	300,000		3,047	296,953
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 925,000</u>		<u>\$ 8,379</u>	<u>\$ 916,621</u>
<b>SEWER</b>				
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000		4,369	1,495,631
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
Unassigned:				
SCADA Changeover	35,000			35,000
Turnbull Court Design	75,000			75,000
	<u>2,360,000</u>	<u>-</u>	<u>20,049</u>	<u>2,339,951</u>
Unassigned				
<b>Total Approved</b>	<u>3,285,000</u>	<u>-</u>	<u>28,429</u>	<u>3,256,571</u>
<b>Carryovers</b>				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>28,429</u>	<u>3,256,571</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
<b>\$</b>	<b>3,285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,400,000</b>	<b>\$ 600,000</b>
<b>Original \$</b>	<b>2,635,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 750,000</b>	<b>\$ 600,000</b>

### Town of Rothesay

Capital Projects 2018  
Utility Fund  
5 Months Ended 5/31/19

Draft!

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430 Well Development - Quality W-2018-003	300,000		3,047	296,953
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 925,000</u>		<u>\$ 8,379</u>	<u>\$ 916,621</u>
<b>SEWER</b>				
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000		16,765	1,483,235
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
Unassigned:				
SCADA Changeover	35,000			35,000
Turnbull Court Design	75,000			75,000
	<u>2,360,000</u>	<u>-</u>	<u>32,445</u>	<u>2,327,555</u>
Unassigned				
<b>Total Approved</b>	<u>3,285,000</u>	<u>-</u>	<u>40,825</u>	<u>3,244,175</u>
<b>Carryovers</b>				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>40,825</u>	<u>3,244,175</u>

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
<b>\$</b>	<b>\$ 3,285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,400,000</b>	<b>\$ 600,000</b>

## Town of Rothesay

30/04/2019 219500-60

Donations/Cultural Support	Budget 2019	Paid to date	
KV3C	2,500.00		
NB Medical Education Trust	5,000.00		
SJRH	2,500.00	2,500.00	
KV Food bank	6,000.00		
Fairweather Scholarship	1,000.00		
KV Oasis	2,500.00		
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00		
sub	30,500.00	3,500.00	
Other:	5,000.00		
NB Competitive Festival of Music		100.00	
Cst. Shanda Weir		100.00	
Vocational Training Centre		4,000.00	
In Memory of		25.00	
In Memory of Jared Holder		25.00	
Kidney Foundation		50.00	World Kidney Day
Shooting Stars Booster Club		250.00	
Walk for Muscular Dystrophy		250.00	
sub	5,000.00	4,800.00	
	<u>35,500.00</u>	<u>8,300.00</u>	
G/L Balance		<u>8,300.00</u>	
		-	
Mayor's Expense	7,500.00		
Cell		78.22	
Travel		69.37	
Saint Andrews Society		110.00	Burns dinner
Touchstone Academy		390.00	Amazetorium
Inernational Women's Day		320.57	
St. Johseph's Hospital		100.00	Women's Health
PRO Kids		250.00	Dinner
RNS		100.00	Spring Concert
Red Triangle Award dinner		194.24	
The Chamber		41.66	
Regional Mayors		76.03	
	<u>7,500.00</u>	<u>1,730.09</u>	
G/L Balance		<u>1,730.09</u>	
		-	
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	5,500.00	Transportation
PRO Kids	7,500.00		Recreation
	<u>58,800.00</u>	<u>18,330.09</u>	



# TOWN OF ROTHESAY

## FINANCE COMMITTEE

May 23, 2019

### In attendance:

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:15. The agenda was accepted as circulated. (NG/DS) The meeting minutes of April 25, 2019 were accepted as presented. (NG/DS)

### **April General Fund Financial Statements**

Treasurer MacDonald reviewed the statements, mentioning the 2019 Flood Costs of approx. \$24,500 had inadvertently been left off the report. The corrected statement will be submitted to Council. He cautioned that our insurance rates may increase due to the number of claims. There were a number of questions regarding Miscellaneous Revenue and Interest Earned. The statements were accepted as presented amended.

### **April Utilities Fund Financial Statements**

Treasurer MacDonald noted that all our power costs seem to be running high. The property tax bill has been appealed successfully. Projects are just getting underway and invoices have yet to be submitted. The statements were accepted as presented.

### **Donations**

The summary was accepted as presented.

- a) Canadian Masters Curling \$10,000 – Treasurer MacDonald noted he is a member of the Committee and would leave the meeting if necessary. It was agreed to recommend approving the request to Council.

### **Municipal Plan Finance Section**

Treasurer MacDonald noted the objective was to keep this general. He noted the wording changes in the Local Improvement Levy section. We have already approved the principals. There was a brief discussion on the preparation of 5-year Capital Plans, and it was agreed it should remain as yearly. It should also be revised to say “e.g.” instead of “i.e.” and that Council should have a way of noting changes. The committee agreed to submit to the Municipal Plan process as amended.

### **Compliance Report**

Accepted as presented.

### **Next meeting**

The next meeting is set for June 20, 2019, 8:15 a.m. in the Sayre Room. It was noted there was no need for a Closed Session. The meeting adjourned at 8:40.



2019 June 10 Open Session FINAL\_139

# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	June 4, 2019
RE	:	Finance Committee Motions

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The Finance Committee at its meeting of May 23, 2019 recommended the following motion.

Council approve the grant request from the Riverside County Club in support of the 2020 Canadian Masters Curling Championships in the amount of \$1,000.00.

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# 2020 Canadian Masters Curling Championships

May 10, 2019

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

Dear Mayor Grant:

New Brunswick will be holding the 2020 Masters Curling Championships from March 28-April 5, 2020. The Riverside Country Club in Rothesay is the host site for this event with draws also taking place at Thistle Saint Andrews in Saint John.

This high caliber, national event is comprised of male and female participants over the age of 60, many being medal winners in previous national and world curling events. Twenty-eight teams (one from each gender) representing every Canadian Province and Territory will participate in the championship.

This event will attract media coverage from across the country and provide increased economic benefit to Rothesay with the 112 athletes, their companions and spectators visiting around Town to shop, eat, drink and sight see during a relatively slow season.

A large volunteer base will be required, many will be Riverside Country Club members who are residents of Rothesay and this will be a great opportunity for them to showcase our Town.

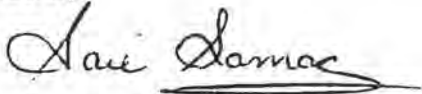
As Rothesay is now designated as an Age Friendly Community this event, with the age of the participants being 60 plus, fits right in and may be an opportunity to promote curling as an activity which seniors in Rothesay may wish to pursue.

Curl Canada recognizes Master's Curling but they do not fund this event. All associated costs are raised by participants and the Host Site. The preliminary budget for this event is \$73,000.00 and we are approaching Discover Saint John as well as pursuing community sponsors to help with the cost.

On behalf of the Host Committee for the 2020 Canadian Masters Curling I would like to apply for a grant of \$1000.00 from The Town of Rothesay to help defray the costs of hosting this event.

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

Sincerely,



Gail Samaan, Chair,

**2020 Canadian Masters Curling Championships**

506 849-4052, C: [REDACTED]

[Gail.samaan@gmail.com](mailto:Gail.samaan@gmail.com)



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: May 10, 2019

Applicant: 2020 Canadian Masters Curling Championship Host Committee  
Address: c/o The Riverside Country Club, 2524 Rothesay Rd. Rothesay NB E2E 2K7  
Contact: Gail Samaan Tel. 506 849-4052  
Email: gail.samaan@gmail.com

Organization Description: Masters Curling is recognized by Curl Canada and all participants are members. The host committee is responsible for funding the event.

Amount Requested: \$ 1,000.00

Descriptions of proposed event or activity: 2020 Canadian Masters Curling Championship to be hosted by the Riverside Country Club Mar 28-Apr 5, 2020. Ice also being used at TSA Curling Club Male + Female Team aged 60+ from all Cnd Provinces + Territories participating (28 Teams)

Project costs: \$13,000.00 Includes, Hosting, Facilities, Banquets, Signage, Advertising, Live streaming, Volunteer costs Transportation.

Benefits to town of Rothesay: Increased tourism + media coverage, local + national 112 Athletes as well as companions, spectators visiting Rothesay to eat, drink, shop + sight-see at a low season. Large volunteer base comprised of many Rothesay residents promoting the town. This is an age friendly event which is in line w. the Rothesay designation of an Age Friendly Community

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

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



# ROTHESAY

2019 June 19 Open Session FINAL 112  
Rothesay Hive Advisory Committee Meeting

Tuesday, May 21, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT (*arrived at 10:30 a.m.*)  
COUNC. MIRIAM WELLS, CHAIRPERSON  
GINA CHIARELLA  
SCOTT COCHRANE  
JILL JENNINGS  
DR. SHAWN JENNINGS  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON

NATALIE REID, YMCA OF GREATER SAINT JOHN  
DANIELLE HAWKINS, HIVE COORDINATOR

TOWN MANAGER JOHN JARVIE (*arrived at 10:30 a.m.*)  
RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** ROBERT TAYLOR  
JULIE ATKINSON  
JEAN PORTER MOWATT  
STEPHANIE TOMILSON

Chairperson Wells called the meeting to order at 10:00 a.m.

## 1. WELCOME & INTRODUCTIONS

Chairperson Wells welcomed Committee members.

## 2. APPROVAL OF AGENDA

**MOVED** by D. O'Connor and seconded by N. Stephenson the agenda be approved as circulated.

**CARRIED.**

## 3. APPROVAL OF MINUTES

➤ 14 May 2019

**MOVED** by S. Jennings and seconded by G. Chiarella the minutes of May 14, 2019 be approved as circulated.

**CARRIED.**

## 4. GRAND OPENING EVENT PLANNING

➤ Invitations/RSVPs

S. Jennings questioned if the public should be encouraged to RSVP. The Committee agreed to encourage community member attendance rather than mandate public RSVPs. There was general discussion with respect to invitees and responses received. In response to an inquiry, N. Reid advised she will confirm Mike Daigle's, VP of Recreation and Programming for the YMCA, availability to speak at the event.

➤ Event Agenda/Program

K. Flood advised a sound technician is not required as sound equipment will be provided by the Town. The Committee confirmed the order of speakers, and discussed topics to address such as an overview and background of the age-friendly initiative and the Hive, introductions, and sponsor appreciation.

In response to an inquiry, Counc. Wells noted Laurie Young declined the invite to speak at the event as Minister Shepard will represent the Department of Social Development.

The following comments were made: speeches will begin at 3:30 p.m., formal attire is not required, and D. O'Connor indicated S. Tomilson agreed to provide a riser for the podium.

There was discussion with respect to the content for the program, and poster design. It was noted the program should include: the Rothesay Hive mission statement, background of the age-friendly initiative, quotes from the Rothesay Road "Hive article", and contact as well as membership information. Some Committee members reported they had difficulty opening the files sent via email.

The Committee reviewed a proposed design for the sponsor recognition poster. Suggestions were made regarding the order of sponsors and layout of logos/names. The Committee suggested a note be included on the program in memoriam of Shirley Malcolm a prior member of the Age-Friendly Committee. S. Cochrane noted he will contact Hairacy to confirm sponsorship and request a logo to include on the poster. In response to an inquiry, N. Reid advised the sponsor banner can be reformatted to be included in the program as well.

➤ Committee Identification

N. Reid advised nametags were purchased by the YMCA for Committee members.

➤ Food and Beverages

D. O'Connor confirmed Cochran's will provide trays of meat, cheese, veggies, fruits, and sweets for approximately 100 guests. The Committee expressed concern questioning if the amount of food will be sufficient. Counc. Wells noted the event is considerably under budget thus additional funds are available for refreshments. D. O'Connor inquired as to how many canisters of tea and coffee should be ordered from Java Moose. The Committee agreed to order six canisters – two of each: decaf, tea, and regular coffee.

Town Manager Jarvie and Mayor Grant arrived at the meeting.

It was noted Culligan will supply a water cooler for the event. Milk, creamers, sugars, and sweeteners will be requested from Java Moose. N. Stephenson agreed to purchase extra cups for water. Counc. Wells inquired about garbage bags. D. Hawkins advised she has contacted the Town's Facilities Manager to confirm responsibility for garbage bags.

➤ Decorations

N. Stephenson noted she has a prior commitment and is unable to help set-up. She added she intends to drop off the balloons, napkins, and cups at Town Hall the morning of the event.

➤ Entertainment

*No new discussion.*



➤ Set up and Clean up

Counc. Wells noted available Committee members are invited to help set-up starting at 10 a.m. She noted she does not anticipate a large clean-up.

➤ Promotion/Marketing

D. O'Connor noted Information Morning did not indicate interest in the event; and CTV is interested – she will follow up with a representative later today. She suggested Counc. Wells as the Chair of the Committee assume the role of spokesperson if interviews are requested. There were no objections and Counc. Wells agreed. It was noted posters are available for distribution throughout the community, and the event is promoted on the electronic sign by the Bill McGuire Centre, the Town and YMCA websites, and through public service announcements.

➤ Parking and Logistics

N. Reid advised the YMCA Communications team will create signage for overflow parking. Counc. Wells noted the crosswalk on Hampton Road near Town Hall was painted and lights were installed on the signage for greater visibility.

➤ Budget

Counc. Wells requested clarification with respect to purchasing procedures. Town Manager Jarvie encouraged Committee members to retain receipts to submit to the Town for reimbursement. He added the Town will submit a claim to the provincial government to reclaim expenses. D. O'Connor agreed to request Cochran's and Java Moose submit invoices to the Town.

➤ Other

It was noted optimal weather is expected for the event.

## **5. PROGRAMMING UPDATE: (DANIELLE/NATALIE)**

Startup Furniture/Equipment/Technology

Programming, Marketing, and Sales

The Committee reviewed the following materials: a draft schedule for the Open House May 24<sup>th</sup> – June 3<sup>rd</sup>, the Strong Communities Opportunity Fund application, and revised copies of the membership comparison poster, and monthly activity calendar for June 2019. The Committee suggested minor grammatical changes.

The following comments were made: the 50+ Friendship Games Meet & Greet will provide an opportunity to expose participants and spectators of the Games to the Centre; the Centre will provide a daily newspaper and magazines; Peter Jolly be invited to participate in the Storytelling program; the bus will be available on scheduled Thursday mornings to determine if the service is necessary; as the bus is shared by YMCA Day Camps there is difficulty scheduling additional trips in the summer; opportunities will be available during the Open House for individuals to win either a free Hive or full YMCA membership; the opportunity should be promoted at the opening of the Hive; the Open House will be advertised in the KV Style; and the Open House content will be submitted to the YMCA Communications team for a final draft.

N. Reid noted the Strong Communities Opportunity Fund application for the Hive will be the same form used by the YMCA; and the YMCA is investigating an "Older Adult" membership for facilities. Once details are confirmed she will report back to the Committee.

It was noted there is an Older Adult website through the YMCA, memberships will be available for purchase at the Hive, and Town staff will attend the opening of the Hive to take photographs.

**6. DATE OF NEXT MEETING:**

The next meeting is scheduled for Tuesday, June 18, 2019 at 10 a.m.

**7. ADJOURNMENT**

**MOVED** by G. Chiarella and seconded by S. Cochrane the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:10 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2019 June 19 Open Session FINAL 116  
Rothesay Hive Advisory Committee Meeting

Tuesday, May 14, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



**PRESENT:** MAYOR NANCY GRANT (*arrived at 10:15 a.m.*)  
COUNC. MIRIAM WELLS, CHAIRPERSON  
JULIE ATKINSON (*left the meeting at 10:55 a.m.*)  
GINA CHIARELLA  
JILL JENNINGS  
DR. SHAWN JENNINGS  
JEAN PORTER MOWATT  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

NATALIE REID, YMCA OF GREATER SAINT JOHN  
DANIELLE HAWKINS, HIVE COORDINATOR

TOWN MANAGER JOHN JARVIE (*arrived at 10:15 a.m.*)  
RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** SCOTT COCHRANE  
STEPHANIE TOMILSON

Chairperson Wells called the meeting to order at 10:00 a.m. She noted she is feeling under the weather and invited D. O'Connor to chair the meeting.

## 1. WELCOME & INTRODUCTIONS

D. O'Connor introduced D. Hawkins the Hive Coordinator. She noted D. Hawkins attended the last Speaker Series event Stargazing with Curt Nason of the Saint John Astronomy Club. She gave a brief overview of the event.

## 2. APPROVAL OF AGENDA

**MOVED** by Counc. Wells and seconded by J. Porter Mowatt the agenda be approved as circulated.

**CARRIED.**

## 3. APPROVAL OF MINUTES

➤ 14 April 2019

**MOVED** by R. Taylor and seconded by Counc. Wells the minutes of April 14, 2019 be approved as circulated.

## ON THE QUESTION:

N. Reid advised as the purpose of this meeting is to discuss the grand opening of the Rothesay Hive the action items identified in the minutes will be deferred until the next meeting.

**CARRIED.**



#### 4. GRAND OPENING EVENT PLANNING

##### ➤ Invitations/RSVPs

K. Flood reviewed responses received. R. Taylor suggested sending invitations to ministers of churches in the area. D. O'Connor stated a notice was posted in the bulletin of the church she attends. N. Reid agreed to use the invite included in the R Insider as a template for a poster to distribute throughout the community.

Town Manager Jarvie and Mayor Grant arrived at the meeting.

Mayor Grant reviewed responses received from her invite list.

##### ➤ Event Agenda/Program

The Committee discussed the order of individuals invited to address the public.

The Committee agreed: a podium be set-up for individuals providing remarks; Counc. Wells as Chair of the Committee will act as master of ceremonies (MC) at the event; Laurie Young be invited to provide background information with respect to the Age-Friendly initiative; Mayor Grant will welcome individuals at 3:30 p.m. and introduce Counc. Wells as MC., Counc. Wells will then introduce the guest speakers; D. Hawkins be introduced as Hive Coordinator; gratitude be expressed to invited guests, donors, and individuals as well as organizations involved in the creation, development, and ongoing operation of the Rothesay Hive; once speeches have concluded refreshments will be served and guests will be invited to view the Centre; a representative of the YMCA be invited to provide remarks during the speeches; and students performing music for the event be invited to set-up at 2 p.m.

N. Reid noted she will confirm if the Vice-President of Recreation and Programming for the YMCA of Greater Saint John is interested in speaking at the event. Mayor Grant advised the students will be providing all musical equipment necessary.

There was general discussion with respect to the location of the podium, sound equipment, refreshments, and musicians. In response to an inquiry, K. Flood advised a microphone and speaker will be provided for speeches.

##### ➤ Committee Identification

It was suggested either Mayor Grant or Counc. Wells identify the Committee during the speeches, and name tags be provided to Committee members for the event.

##### ➤ Food and Beverages

D. O'Connor noted she discussed the Committee's recommendations for refreshments with the owner of Cochran's. She advised he was amenable to the requests and provided suggestions. There was general discussion with respect to options for refreshments and donations for the Centre.

The Committee discussed options to identify donors during the event. It was agreed a program with a list of donors be distributed at the event, and a poster drafted to welcome attendees and identify donors. It was noted representatives of organizations that have provided donations were extended invitations to the event.

J. Atkinson reported Culligan Water agreed to donate a water cooler for the event. D. O'Connor noted she will schedule the refreshments to be picked up at 1 p.m. and the coffee from Java Moose at 2 p.m.

➤ Decorations

N. Stephenson noted she will drop off the balloons the morning of the event. It was suggested balloons be designed with the Hive logo. J. Atkinson cautioned that printing logos on balloons can be expensive.

➤ Entertainment

**See above.**

➤ Set up and Clean up

It was agreed, if available, Committee members will meet around 10 a.m. to set up with an intent to open the doors at 2:30 p.m. There was general discussion with respect to cups, napkins, plates, and toothpicks. D. O'Connor agreed to request additional cups from Java Moose and toothpicks from Cochran's. N. Stephenson agreed to pick up napkins. There was further discussion with respect to the location of the refreshments and the layout of furniture during the event. It was suggested Committee members distribute refreshments during the event.

➤ Promotion/Marketing

D. O'Connor noted she has contacted various media outlets for public service announcements (PSA) and to request promotion and attendance at the event. She noted she will follow up with those that have not responded and release another PSA.

➤ Parking and Logistics

It was noted there is parking available at Town Hall and across the street in the parking lot near Rothesay High School and the Arena. In response to an inquiry, Town Manager Jarvie advised it is expected the crosswalk on Hampton Road outside Town Hall will be painted before the event. It was suggested a member of the Committee be stationed outside Town Hall to help answer any inquiries regarding parking; and locations for parking be included in the PSAs.

➤ Budget

It was noted the anticipated budget for the event is \$2500. The Committee identified the following items that require an expense: Music – Rothesay High School students (\$150), catering (roughly \$200), balloons, napkins, and a sound technician.

➤ Other

K. Flood advised the event was promoted on the Town website, social media, R Insider newsletter, electronic kiosks, and community bulletin boards in the East Riverside-Kingshurst and Wells Recreation parks. D. O'Connor added the event was promoted at the Speaker Series events and in the Rothesay Road magazine.

It was noted two garbage cans are available for use in the Centre. J. Atkinson suggested a member of the Committee be tasked with monitoring the garbage cans and replacing the bags if necessary.

S. Jennings suggested the calendar of June Hive activities be posted in the Centre during the event. N. Reid noted printed copies will be available for distribution at the event. J. Porter Mowatt suggested the calendar be printed on the back of the programs.

In response to an inquiry, N. Reid advised memberships will be available for purchase during the event. She added individuals that purchase a Hive membership can transition to a full YMCA membership at a later date. If individuals choose to do so the joiner fee will be waived.

J. Atkinson left the meeting.

There was further discussion with respect to layout of the event. G. Chiarella inquired if there will be an individual providing social media updates during the event. N. Reid noted she will inquire with the YMCA Communications team. Counc. Wells added K. Flood typically provides a similar service during Town events. K. Flood noted the event can be streamed live over the Town's social media. She added a press release can also be sent to the Town's media distribution list.

#### **5. PROGRAMMING UPDATE: (DANIELLE/NATALIE)**

Startup Furniture/Equipment/Technology  
Programming, Marketing, and Sales

D. Hawkins gave a brief overview of the June 2019 calendar of events. She noted the following: it is expected the list of activities will expand once additional volunteers are recruited; the calendar is intended to provide consistency for members; and Senior Watch will visit the facility monthly.

The Committee discussed the following: variety of activities, hours of operation, and cost of programming. It was suggested a "sampler" week of activities at no charge occur the week following the opening to encourage membership. D. Hawkins noted the hours of operation vary depending on what preparation is required to provide the scheduled programs. In response to an inquiry, D. Hawkins noted the Centre will be open to the public during scheduled activities and in the event either she or a volunteer is present. She added two volunteers have expressed interest in helping with the Centre. There was discussion with respect to the weekly book club. D. Hawkins explained reading a few chapters and discussing topics each week is expected to engage members more than monthly gatherings. She added the schedule is also intended to help those that may be experiencing memory lapses.

The Committee expressed concern members may not be willing to pay additional costs, though minimal, for activities that are provided elsewhere in the community at no charge. N. Reid noted the matter can be revisited however the intent is to ensure the sustainability of the Centre as some programs require expenses such as materials or instructor fees. She added the YMCA, through the Strong Communities Fund, provides assistance to those individuals that are unable to afford the cost. D. Hawkins added there is a call for donations for start-up materials such as board games. Counc. Wells reported the application for the Old Ladies Home Fund through the Community Foundation was unsuccessful. It was noted funding was received to engage a student for employment as an Intergenerational Leader and the individual will work out of the Hive to support intergenerational activities and programs. There was further discussion with respect to overall costs. Concern was expressed with respect to the impact on other community organizations that provide similar activities such as the KV Walking Club. In response to an inquiry, Counc. Wells noted it is unclear if the funds available for the grand opening can be used to cover other costs related to the Centre.

N. Reid identified issues with the Hive font used on the calendar. She confirmed these issues will be corrected before distribution. In response to an inquiry, N. Reid advised the YMCA’s waiver form was used as a template, with minor changes, to create the waiver form for the Hive. She noted: Hive members will receive a membership card that will permit access to the Centre; the card is identical to membership cards used to enter the regional YMCA facility without the technology for scanned access; and donations received for the Centre will remain property of the Hive.

The Committee reviewed the call for donations, the poster comparing a full YMCA membership and Rothesay Hive membership, the waiver form, and the June 2019 monthly activities calendar. The Committee suggested minor grammatical changes and the addition of the Speaker Series to the calendar. In response to an inquiry, D. Hawkins advised she is looking into the possibility of a “lending library”. R. Taylor suggested the name be changed to Book Exchange to prevent confusion. G. Chiarella suggested all benefits at no charge be promoted. R. Taylor inquired if membership will be taxed. N. Reid noted she will look into the matter to confirm. It was suggested community members be polled to determine the willingness to pay additional costs for activities.

**6. DATE OF NEXT MEETING:**

The next meeting is scheduled for Tuesday, May 21<sup>st</sup>, 2019 at 10 a.m.

R. Taylor noted he is unable to attend the next meeting.

**7. ADJOURNMENT**

**MOVED** by J. Porter Mowatt and seconded by Counc. Wells the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:45 a.m.

\_\_\_\_\_  
CHAIRPERSON

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





# ROTHESAY

2018 June 10 Open Session FINAL 151  
Parks and Recreation Committee Meeting

Tuesday, May 21, 2019

Rothesay Town Hall – Common Room

6:30 p.m.



**DRAFT**

**PRESENT:** COUNC. MIRIAM WELLS  
MAUREEN DESMOND  
MARY ANN GALLAGHER  
DR. SHAWN JENNINGS  
BRENDAN KILFOIL  
COUNC. PETER LEWIS  
RAHA MOSCA  
ALLYSON MURRAY

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
FACILITIES COORDINATOR RYAN KINCADE  
RECREATION COORDINATOR KERI FLOOD  
TOWN PLANNER STIRLING SCORY  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** CHUCK MCKIBBON  
GARY MYLES  
HOLLY YOUNG  
TOWN MANAGER JOHN JARVIE

Chairperson Wells called the meeting to order at 6:30 p.m. and welcomed new member Dr. Shawn Jennings to the Committee.

**1. APPROVAL OF AGENDA:**

**MOVED** by B. Kilfoil and seconded by M.A. Gallagher the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Meeting minutes of March 19, 2019

**MOVED** by B. Kilfoil and seconded by M. Desmond the meeting minutes of March 19, 2019 be approved as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Communities in Bloom

DRP Jensen advised he will speak with local gardening clubs to determine interest in partnering for the initiative. Counc. Wells noted Jane Barry expressed interest in continuing the Kennebecasis Park Community Garden again this year. DRP Jensen advised Town staff recently delivered materials for the initiative.

**6. CORRESPONDENCE FOR ACTION:**

N/A

**7. NEW BUSINESS:**

## 7.1 Parks and Recreation Update

DRP Jensen reported: employment of eight summer students for the Parks Department; the greenhouse is in full operation; warmer weather is necessary before mowing occurs; floral baskets will be hung after the first full moon in June; new banners will be installed along Hampton Road; grub damage occurred in the areas of the Bicentennial Ball Field, Arthur Miller Fields, and East Riverside-Kingshurst (ERK) Park; ERK Park was reseeded last fall and this year's freshet impacted the area; ongoing spot treatments are used for grub control or the cycle of grubs will continue; replacement of the lower turf at Arthur Miller Fields was completed ahead of schedule; ball fields are open for the season; it is expected the new trails will be completed in the Wells Recreation Park in the near future; a sign with the new trails and birding information was created and will be installed at Wells Park; work on the trails requires completion before introducing an "off-leash" initiative; there was no significant damage to the Bill McGuire Centre from this year's freshet; the arena ice surface closed for the season May 11<sup>th</sup>, and upcoming events for the arena include a car show, a circus, and a boxing event.

There was discussion with respect to accessibility and Town trails. DRP Jensen advised the Hillside trail is wheelchair accessible and the same material was used on the main Wells trail. Counc. Wells questioned if a birding lookout was created, and if so, is it accessible. DRP Jensen advised the lookout has not been completed however it will be located on a side trail and not likely to be wheelchair accessible. He added permits to ensure trails are wheelchair accessible are difficult to secure as the property is located in the watershed and restrictions apply.

DRP Jensen advised the process of connecting the trail between Quispamsis and Rothesay near Clark Road remains ongoing but has stalled until a property owner can be identified.

Counc. Lewis noted damage occurs to the Wells dog park if used in muddy conditions. DRP Jensen advised Town staff are exploring the option of providing a section of granular material. Counc. Lewis suggested installing shelters to provide shade to dogs in the summer. DRP Jensen advised shelters are not typically constructed in dog parks as they may become a collision hazard to the animals. In response to an inquiry, DRP Jensen advised leftover materials were retained from the lower field replacement at Arthur Miller Fields in case issues arise.

K. Flood gave an overview of the following events: the Spring Speaker Series, National Trails Day June 1<sup>st</sup>, Community Better Challenge at the Wells Recreation Park June 1<sup>st</sup>, and Sunset Yoga sessions at Renforth Park. She reported: seven fulltime lifeguards were hired and others agreed to provide part-time service if necessary; the Town will offer swimming lessons; ten individuals were hired as Playground Program counsellors; a new lunchtime supervision initiative was launched for the Playground Program; the majority of plots have been reserved for the Community Garden; Canada Day celebrations on the Common are scheduled; and the Concert on the Common series begins July 4<sup>th</sup>.

Counc. Wells reported a representative of the Rothesay Yacht Club expressed interest in hosting a fireworks display on Canada Day. In response to an inquiry, K. Flood advised there are no plans for a Canada Day parade. She added Town staff are exploring activities for a grand opening event for East Riverside-Kingshurst Park on New Brunswick Day weekend in August. Counc. Lewis noted the Riverside Golf and Country Club is not typically busy during the holiday. He suggested the facility be contacted to inquire about use of their parking lot for overflow parking during the event.

M.A. Gallagher requested a status update regarding the volleyball court in Kennebecasis Park. It was noted there has been no progress on the matter.

## **8. CORRESPONDENCE FOR INFORMATION:**

### **8.1 Request for Expressions of Interest – Rothesay Wellness Centre**

8 March 2019

Memorandum from Town Manager Jarvie

DRP Jensen advised proposals were received and will be reviewed by Town staff for recommendation to Council.

### **8.2 Rothesay Hive Age-Friendly Community Centre Grand Opening**

#### ➤ Invitation

Counc. Wells gave a brief background of the Hive, described the upcoming scheduled activities for the Centre, and invited all to attend the grand opening. She added the Centre is not exclusive to Rothesay residents. There was discussion with respect to advertising for the Centre. M.A. Gallagher suggested the initiative be promoted through local groups such as the KV Walkers and local gardening groups. K. Flood advised the calendar of activities is available on the YMCA website and a link is provided on the Town website.

### **8.3 Hillside Secondary Plan**

#### ➤ 7 May 2019

Memorandum to Council from the Planning Advisory Committee

#### ➤ 2 May 2019

Report prepared by DPDS White with attachments

#### ➤ *Hillside Secondary Plan final report available on Town website*

Town Planner Scory gave a brief overview of the Secondary Plan process. He noted Council adopted the Plan in principle at the last Council meeting; and the Plan will provide a “blueprint” for future development in the area, it will not possess the same authority as a by-law, and it will provide guidance to staff during the ongoing Municipal Plan and Zoning By-law review. The Plan recommends a central park to help preserve greenspace. There was discussion with respect to: public use of Spyglass Hill despite being privately owned land, access to the proposed park through Jersey Lane and Allison Drive, and potential developer interest in the area. TP Scory advised the Plan enables development controls for the area. There was a lengthy discussion with respect to obtaining land for public purposes. In response to an inquiry, TP Scory advised the Plan was developed based on feedback from consultants, Council, Town staff, and the public. He added it is expected the timeline for the full buildout of the Plan is roughly 40-50 years. He gave a brief description of a variety of housing options included. There was general discussion with respect to the recommended institutional zoning area, sidewalks, preservation of the Renforth Bog, the Hillside trail, and the proposed extension of Wiljac Street.

**9. DATE OF NEXT MEETING:**

The next meeting is scheduled for Tuesday, June 18, 2019.

**10. ADJOURNMENT**

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

**CARRIED.**

The meeting ended at 7:45 p.m.

\_\_\_\_\_  
CHAIRPERSON

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





# ROTHESAY

Works and Utilities Committee Meeting  
2019 June 10 Open Session FINAL\_158  
Wednesday, May 22, 2019  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR MIRIAM WELLS  
SCOTT SMITH  
PETER GRAHAM  
SHAWN CARTER

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

**ABSENT:** PAUL BOUDREAU  
MARK McALOON

Chairperson Alexander called the meeting to order at 5:35 p.m. and welcomed new member Shawn Carter to the Committee.

## 1. APPROVAL OF AGENDA

**MOVED** by Counc. Wells and seconded by P. Graham the agenda be approved as circulated, with the following amendment:

➤ *Item 6.1 be deferred to next meeting*

ON THE QUESTION:

DO McLean suggested Item 6.1 be deferred to the next meeting as the author expressed interest in attending the meeting however is unable to do so this evening.

**CARRIED.**

## 2. APPROVAL OF MINUTES

**MOVED** by S. Smith and seconded by Counc. Wells the minutes of 17 April 2019 be adopted as circulated.

**CARRIED.**

## 3. DELEGATIONS

N/A

## 4. REPORTS & PRESENTATIONS

N/A

## 5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

**RECEIVED FOR INFORMATION.**

### 5.2 Solid Waste Tonnage Report

Counc. Wells commented that typically Spring Clean Up and regular items are collected simultaneously, however this was not the case. DO McLean suggested this may be a result of the recent schedule change and noted it may take time to work out the “bugs”.

### 5.3 Update on Station Road

DO McLean advised a contractor struck an unidentified watermain in the area of Station Road. He noted measures are taken to record the location of utility infrastructure within the Town, however, there may be pipes that predate amalgamation that have not been identified. He added the Church Avenue project is progressing slower than expected as excavation of the rock bed has proven difficult. Town Manager Jarvie advised St. Paul’s Church is exploring options to accommodate parking during work on Church Avenue.

### 5.4 Mulberry Lane

In response to an inquiry, Town Manager Jarvie advised preparations made in advance by residents and the Town appeared to lessen the overall impact of the freshet. There was discussion with respect to options to further mitigate flood concerns. Town Manager Jarvie advised some solutions may not be viable due to significant cost, impact to neighbouring properties, and required resources for operation and ongoing maintenance. Concern was expressed that a precedent may be set if the Town provides assistance in certain areas and not others. Town Manager Jarvie advised the intention is to protect Town infrastructure and ensure access and egress in flood prone areas. He clarified, though beneficial to residents, the projects were not designed to directly protect private property. There was discussion with respect to flood prone areas such as Elizabeth Parkway, Alexander Avenue, and Cameron Road.

It was suggested residents be notified of the option to use local improvement levies to cost share for flood mitigation projects that will benefit specific areas. In response to an inquiry, Town Manager Jarvie advised opportunities are limited for requesting external funding to support solutions for flood concerns.

DO McLean reported residents have questioned why Town pumping stations were not operational sooner. He advised delaying activation of the pumps reduces the possibility of sewer backups on private property. There was a suggestion to either engage or assign a member of Town staff to act as a consultant to provide a resource to residents with inquiries regarding flood prevention measures. DO McLean cautioned that this may create liability issues. He noted the city of Moncton developed a handbook with recommendations on how to “flood proof” properties.

### 5.5 Private water system

DO McLean advised he did not get the opportunity to discuss the meeting with the owner. He noted he will report back to the Committee next meeting.

## 6. CORRESPONDENCE FOR ACTION

- 6.1 23 April 2019 Letter from resident RE: Drainage on Frances Avenue
- 10 April 2019 Letter from resident RE: Sewage system on Beach Drive and  
Frances Avenue

**Item deferred to next meeting.**

6.2 2 May 2019

Email from resident RE: Speeding on Colonsay Place

After some discussion, it was agreed the Kennebecasis Regional Police Force be notified of the issue to be dealt with accordingly. Town Manager Jarvie advised options are being explored to deter use of the walkway between Charles Crescent and Colonsay Place by motorized vehicles while maintaining access for pedestrians with strollers.

It was noted the crosswalk on Hampton Road outside Town Hall was recently repainted and lights were installed on the signs to improve visibility. In response to an inquiry, DO McLean advised Town staff have sourced the “cat eye” reflectors. He reported difficulties locating a contractor with experience installing the devices.

## **7. NEW BUSINESS**

7.1 Update on 2019 Spring Freshet

The Committee expressed interest in exploring regional cooperation for municipal emergency response policies. It was noted there was public confusion regarding sandbag distribution as each neighbouring municipality employed different approaches. Town Manager Jarvie reported there was a suggestion that emergency response procedures be discussed at the Fundy Regional Service Commission to encourage consistency. There was general discussion with respect to strategies employed by regional municipalities for sandbag distribution.

Counc. Wells suggested the letter to residents in flood prone areas be sent earlier. The Committee expressed interest in notifying residents of available resources as early as possible. Town Manager Jarvie advised some resources may become available as needs arise, and without sufficient time to notify residents in advance. It was suggested a regional debrief session be scheduled in preparation for a similar event next year. Town Manager Jarvie advised a consultant was engaged last year to provide a debrief session for Rothesay.

7.2 Rothesay Park Road

DO McLean advised materials from construction work on Station Road for the Church Avenue project can be used to raise the elevation of a portion of Rothesay Park Road between 42 Rothesay Road and Wharf Road from 5.4 meters to 6 meters. Doing so will level the road to a consistent 6 meters improving access and egress in the event of flooding, and the work will be cost efficient due to use of repurposed materials and reduced material transport costs. A three week timeframe is expected for completion of the work, driveway “blending” will occur, and valves will be installed on culverts to control the flow of water into the storm sewer system. Town Manager Jarvie added completing the work earlier is preferred as there is insufficient space to store the materials. There was general discussion with respect to the impact of flooding in the area. Town Manager Jarvie noted the project will ensure residents and emergency vehicles are able to enter and exit the area in the event of a flood.

**MOVED** by P. Graham and seconded by Counc. Wells the Works and Utilities Committee recommend Council pursue elevating Rothesay Park Road between 42 Rothesay Park Road and Wharf Road.

**ON THE QUESTION:**

In response to an inquiry, DO McLean advised the cost of the project is estimated at roughly \$80,000. The Committee inquired about undertaking the work as a local improvement levy. Town Manager Jarvie advised the process is lengthy and since there is insufficient space to store the materials for a long period of time the option is not preferred.

**CARRIED.****8. CORRESPONDENCE FOR INFORMATION**

- 8.1 2 May 2019 Letter from the Department of Transportation and Infrastructure RE:  
Designated Highway Funding

DO McLean reported the approved project on Hampton Road (Almon Lane to Rothesay Road) was a plan submitted for approval in 2018. The project requested for 2019 was a portion of Rothesay Road between Golf Club Court and Fox Farm Road. The preference to complete the portion of Rothesay Road in 2019 was intended to avoid significant construction and traffic congestion as the Church Avenue project was also scheduled in 2019. It is expected the Hampton Road project will be completed prior to start of the school year in the fall.

- 8.2 Water By-law 1-18

10 May 2019 Memorandum from Town Manager Jarvie  
*Various* Correspondence (2) from residents RE: Opposition to Water By-law  
1-18

7 May 2019 Report prepared by M. Hatfield RE: Negative Financial and  
Socioeconomic Consequences of By-law 1-18

There was a lengthy discussion with respect to public feedback and concerns expressed by multi-unit property owners. In response to an inquiry, Deputy Mayor Alexander noted a letter will be sent to affected property owners regarding a meeting to discuss the matter further. Town Manager Jarvie advised a meeting date has not been confirmed.

- 8.3 Turnbull Court Sewer Design

8 May 2019 Report prepared by DO McLean

DO McLean gave a brief summary of the project. The Committee reviewed the sewer system in the area.

**9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, June 19, 2019.

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by S. Smith the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:15 p.m.

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 CHAIRPERSON

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 RECORDING SECRETARY





2019 June 10 Open Session FINAL\_159  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 23, 2019  
RE : Motion Passed at May 22, 2019 Meeting

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**Recommendation:**

It is recommended Council pursue elevating Rothesay Park Road between 42 Rothesay Park Road and Wharf Road.

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22, 2019:

**MOVED** ... and seconded ... the Works and Utilities Committee recommend Council pursue elevating Rothesay Park Road between 42 Rothesay Park Road and Wharf Road.

**CARRIED.**



2019June10OpenSessionFINAL\_160

# BUILDING PERMIT REPORT

5/1/2019 to 5/31/2019

<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>
05/06/2019	BP2019-00008	38 MARR RD	NEW RETAIL (RENOVATIONS)	\$16,000.00	\$116.00
05/07/2019	BP2019-00032	24 RENSHAW RD	DECK	\$10,000.00	\$72.50
05/06/2019	BP2019-00033	115 FRENCH VILLAGE RD	DECK	\$8,600.00	\$65.25
05/06/2019	BP2019-00034	78 HIGHLAND AVE	SIDING	\$20,000.00	\$145.00
05/06/2019	BP2019-00036	18 MCLAUGHLIN DR	SIDING	\$13,000.00	\$94.25
05/28/2019	BP2019-00038	24 CARRIAGE WAY	SIDING	\$2,000.00	\$20.00
05/15/2019	BP2019-00039	41 MONACO DR	DECK	\$2,500.00	\$21.75
05/30/2019	BP2019-00041	SEAMAN DRIVE	SINGLE FAMILY	\$220,000.00	\$1,595.00
05/21/2019	BP2019-00045	17 AMBERDALE DR	DECK	\$5,650.00	\$43.50
05/24/2019	BP2019-00046	15 KIRKPATRICK RD	ACCESSORY BUILDING	\$3,300.00	\$29.00
05/24/2019	BP2019-00048	15 BROADWAY ST	DETACHED GARAGE	\$17,400.00	\$130.50
05/24/2019	BP2019-00049	4 GRIST ST	DETACHED GARAGE	\$30,000.00	\$217.50
05/24/2019	BP2019-00050	1 CHANTALE ST	WINDOWS	\$17,000.00	\$123.25



2019 June 10 Open Session FINAL 161

# BUILDING PERMIT REPORT

5/1/2019 to 5/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/21/2019	BP2019-00051	10 MERCER DR	STORAGE SHED	\$1,000.00	\$20.00
05/24/2019	BP2019-00053	75 DONLYN DR	SIDING	\$4,500.00	\$36.25
05/21/2019	BP2019-00054	30 BALLPARK AVE	ELECTRICAL UPGRADE	\$500.00	\$20.00
05/24/2019	BP2019-00056	18 MCLAUGHLIN DR	DECK	\$3,000.00	\$21.75
05/30/2019	BP2019-00058	85 SECOND ST	FENCE	\$420.00	\$20.00
05/30/2019	BP2019-00060	9 DOBBIN ST	DECK	\$2,062.00	\$21.75
05/24/2019	BP2019-00062	45 FRANCES AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
<b>Totals:</b>				<b>\$377,932.00</b>	<b>\$2,833.25</b>
<b>Summary for 2019 to Date:</b>				<b>\$1,465,739.00</b>	<b>\$11,812.25</b>

## 2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$2,651,499.00	\$20,365.50
Summary to Date:	\$6,103,698.00	\$45,551.00

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 7 June 2019  
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/04/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
2018	WWTP Phase II design	1.4M <sup>1</sup>	-	Funding application submitted
	SCADA upgrade	35,000	-	New technology based on internet – in progress
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	Designated Highways 2019	282,500	-	Grant confirmation received in the amount of \$371,000
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	6%	Truck, miscellaneous
	Town Hall	90,000	22%	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	5%	Underway
	Curb & Sidewalks (Marr Road)	425,000	-	Included in the 2019 resurfacing project
	Drainage (Church Ave)	1.75M	-	Underway
	Fleet/Equipment	665,000	1%	Utility vehicle still to be purchased
	Rothesay Arena	110,000	-	Stage I – expressions of interest received
	Arthur Miller Field resurfacing	400,000	-	Lower field – Tender awarded, installation pending weather
	Trails	40,000	14%	Wells & Link to Quispamsis
2020 Resurfacing design	60,000	-	Street list preparation in progress	
Secondary Plan road design	50,000	-	Wiljac – decision tabled	
Hillsview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway	
Turnbull Court Design	75,000	-	Survey for design work underway	
Water quantity	300,000	-	Project start up pending	

\* Funds paid to this date.

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





*150 Years Proud 1860-2010*



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

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

Rothesay@rothesay.ca  
www.rothesay.ca

April 11, 2019

Dear Potentially Affected Resident:

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

Approximately one thousand cars travel through the Rothesay Corner intersection every day. Because of the complicated geometry of the intersection, accidents sometimes occur. Last year, one of those accidents proved fatal. A citizen inquired about the possibility of signage and/or additional flow amendments to alleviate safety concerns with congestion at the Rothesay Corner intersection.

The Town's Works and Utilities Committee has reviewed the traffic 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 to provide a cost-efficient solution to reduce safety concerns. The proposed changes will see egress from Station Road to "Rothesay Corner" intersection cut-off. In addition to eliminating egress from Station Road, the following prohibitions would be implemented:

- No left turn from Rothesay Road onto Station Road at Rothesay Corner; and
- No entry to Station Road from Hampton Road at Rothesay Corner.

The attached graphic depicts the proposed changes.

It is anticipated that Rothesay Council will review this proposal at their regularly scheduled meeting of June 10, 2019. Residents wishing to comment on the proposed amendments may do so by email no later than Wednesday, June 5 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, June 5 at 12 noon if they wish to appear before Council on Monday, June 10, 2019.

Best Regards,

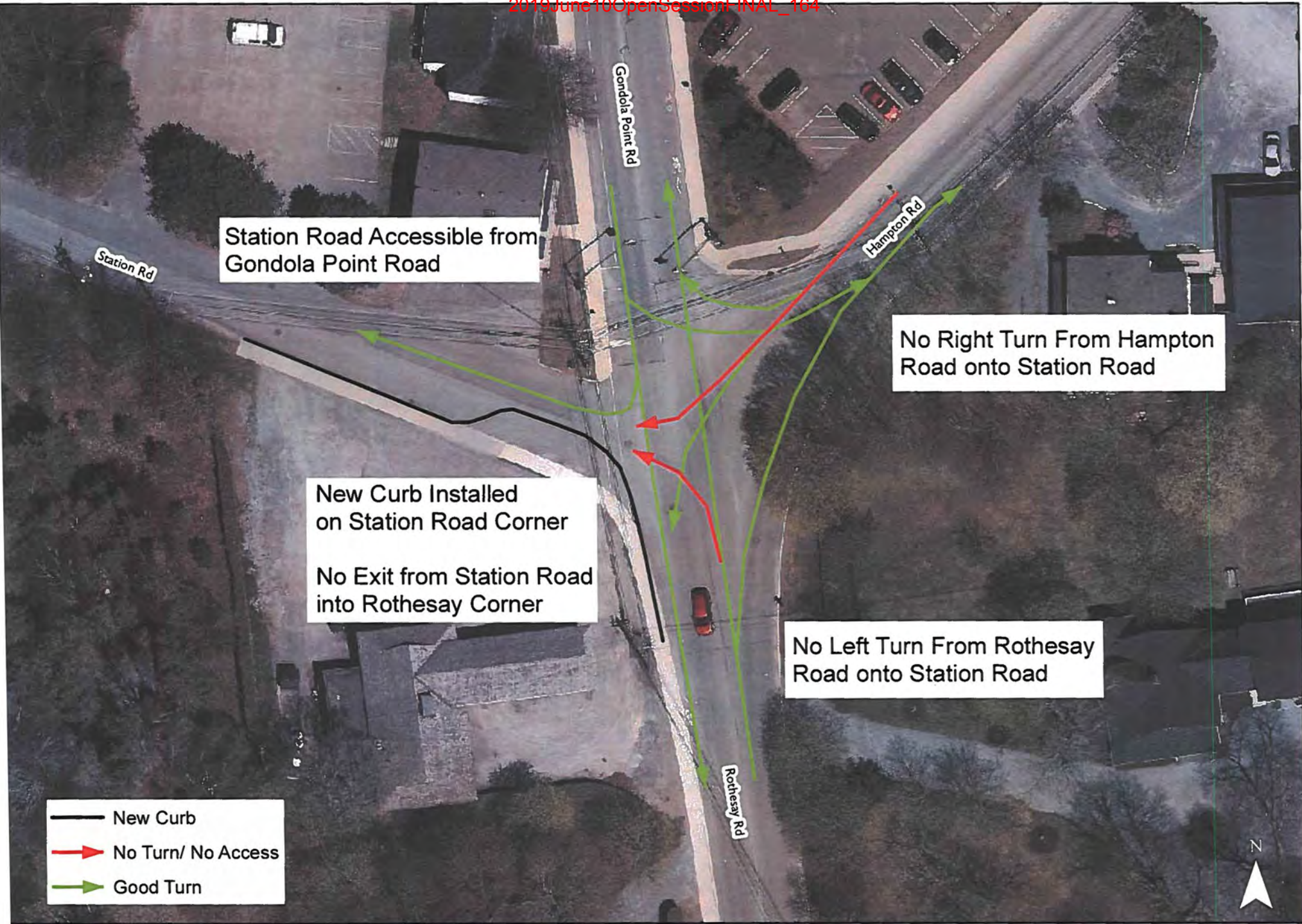
Brett McLean

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



# Rothesay Corner Traffic Pattern Change

2018 June 10 Open Session FINAL\_164



Station Road Accessible from Gondola Point Road

No Right Turn From Hampton Road onto Station Road

New Curb Installed on Station Road Corner  
No Exit from Station Road into Rothesay Corner

No Left Turn From Rothesay Road onto Station Road

- New Curb
- ➔ No Turn/ No Access
- ➔ Good Turn





2019 June 10 Open Session FINAL 165  
**No Through - Hampton Rd to Station Rd**





# No Left Turn - Rothesay Road to Station Road





No Exit - Station Road into Intersection 2019 June 10 Open Session FINAL - 167



**Liz Pomeroy**

---

**From:** Mary Jane Banks  
**Sent:** April-23-19 9:37 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Traffic Pattern Change (Station Rd)

**From:** Mary Jane Banks  
**Sent:** April 23, 2019 9:35 AM  
**To:** [REDACTED]  
**Subject:** RE: Traffic Pattern Change (Station Rd)

Thank you for your email. Your request will be added to the agenda for the June Council meeting.

*MaryJane*

Mary Jane E. Banks, BComm, NACLAA 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

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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.

**From:** [REDACTED]  
**Sent:** April 19, 2019 6:39 PM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Traffic Pattern Change (Station Rd)

Hello,

My husband and I would like to share some concerns on June 10, 2019 with respect to the proposed changes.

[REDACTED]

2019June10OpenSessionFINAL\_169

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Stop sign light  
**Date:** June-03-19 10:42:27 AM

---

-----Original Message-----

**From:** [REDACTED]  
**Sent:** June 3, 2019 10:27 AM  
**To:** Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Subject:** Stop sign light

My wife and I will be attending the meeting for the new signage on Rothesay rd and station road on June 10th. Please let me know what time we should be showing up. We both feel it is a waste of taxpayers money and cause more issues and confusion where proper signage and a flashing light would be more than enough Thanks [REDACTED] Sent from my iPhone



**Liz Pomeroy**

---

**To:** Liz Pomeroy  
**Subject:** FW: Proposed amendments Station Road

-----Original Message-----

**From:** [REDACTED]  
**Sent:** April 23, 2019 10:45 AM  
**To:** Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Subject:** Re: Proposed amendments Station Road

Hi Mary Jane,

Please send the following to council. I've combined the emails I sent you into one, so its less confusing. Thank you for checking with me I appreciate it.

[REDACTED]

>> Hello

>>  
>> I'm a Resident of Rothesay Park Road and am opposing the proposed changes to the access to station road.  
>>

>> What I have heard is that this is being put in place because of one complaint regarding those turning right off of station road and also accessing station from Hampton road and Rothesay road. If this is the case, it's not right. If its safety you are concerned about, please concentrate on the drivers from gondola point road. Perhaps a cost effective solution isn't available and since there are 1000 drivers/day at Rothesay corner a traffic circle or traffic lights may be needed. Please don't deny residents (who already live on a one way street) an appropriate and logical access point to their neighbourhood. I am very worried that these proposed changes will cause significant confusion and more accidents. There are approximately 30 households on station and Rothesay park road. The amount of traffic leaving and returning to these homes, having to use station as the access point, is a very small fraction of the 1000 drivers that drive through Rothesay corner daily. I assume a study of traffic patterns has been completed to support this proposed amendment. I would greatly appreciate being able to read the study findings if it was completed.

>> I use station every day to get to work and get home. I follow the laws, many do not. I also walk my dogs daily using this intersection. The safety concern from me as someone who lives in the area, lies with those driving 60+km/hr coming along gondola point road who fail to even see the stop sign or decide they'll roll through it and barely stop in their rush to get wherever they are going. This is also a dangerous cross walk because of these drivers. 2 weeks ago I pressed the yellow lights and waited for the oncoming car from gondola point to slow down, he did not. He not only did not stop for me, he ran the stop sign while speeding in a school zone. This is not the only failure to yield I've encountered as a frequent walker alone and with my children at this corner and the church and gondola corner.

>> Perhaps more signage indicating the need to stop, increasing policing of roll stops and increasing fines for failure to stop may cause drivers to follow the law. Perhaps speed bumps or grates giving the gondola point road driver a cue to slow dow and come to a complete stop is the far better and safer decision for every driver and pedestrian. These traffic calming grates or speed bumps could be place all along gondola point road from church to station and would ensure those using the Rothesay commons were kept safer as well. Despite the 30km/hr signage, many drivers speed through the commons.



>> Diverting station road and RP road residents will not slow these drivers down or improve their attention to traffic laws.

Another consideration needs to be made regarding school buses picking up and dropping off children from local elementary schools on station road. How will the buses run their routes? Will they make a 3 point turn on station? Having children dropped off on gondola point road or Rothesay road to cross the busy streets would be an even bigger safety concern and would be opposed by parents. Having parents parked on these busy streets for pick up and drop off times would also cause a traffic tie up.

>> I will be signing a petition along with my other neighbours to oppose this. I am opposing this proposal with my own proposal to town council that speed bumps or grates be put in place to slow the gondola point road drivers, and/or a traffic circle or traffic lights be put in place. Perhaps these changes would contribute to much needed traffic calming in the area and divert fast drivers to the highway via Clark road and Grove avenue decreasing risks of collisions and pedestrian injuries/near misses.

>>  
>> I appreciate those who are trying to keep residents safe and who want to find a solution. I hope you can find a much more logical solution and don't place the burden of this on your residents who actually live in and around Rothesay corner to appease those who speed through it. If we are thinking preventatively focus must be placed on much needed traffic calming to ensure all residents who live in this area are safe. I hope you take this opportunity to really hear your residents.

>>  
>> [REDACTED]  
>> Resident  
>> 19 Rothesay Park Road

> On Apr 23, 2019, at 9:32 AM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

>  
> Good morning.  
>  
> Further to your other emails, did you still want this message to be forwarded to Rothesay Council along with the two subsequent messages?

>  
> Mary Jane  
>  
>  
> -----Original Message-----  
> From: [REDACTED]  
> Sent: April 22, 2019 3:02 PM  
> To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
> Subject: Proposed amendments Station Road

>  
>  
>>  
>> Hello  
>>  
>> I'm a Resident of rothesay park road and am opposing the proposed changes to the access to station road.

>>  
>> What I have heard is that this is being put in place because of complaints regarding those turning right off of station road in the morning. If this is the case, it's ridiculous. Put a light up then and don't inconvenience those who already live

on a one way street denying them an appropriate logical access point to their neighbourhood. This will cause significant confusion and accidents.

>>

>> I use this route every day for work and wait my turn just like every other driver. Your main issue is those barrelling at 60+km/hr past the church and the backside of rothesay park school who fail to even see the stop sign or decide they'll roll through it and barely stop after they speed through the commons area.

>>

>> I also now have to leave the post office or rothesay commons with my children and then circle around the commons completely to get home. Absolutely ridiculous.

>>

>> I will be signing a petition along with my other tax paying neighbours to oppose this.

>>

>> I hope you find a much more logical solution to whatever perceived problem exists and don't place the burden and this ridiculous solution on your residents. I hope you take this opportunity to really hear your residents and take their daily routines into account.

>

>

>> Who is this appeasing? Is it someone who wants to wait 2 seconds less every morning on their commute because they have to let someone ahead of them leaving station road?

>>

>>

>> Resident

>> 19 Rothesay Park Road

>>

>>

>> Sent from my iPhone



**Liz Pomeroy**

---

**From:** Mary Jane Banks  
**Sent:** April-23-19 9:36 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Proposed traffic changes

**From:** Mary Jane Banks  
**Sent:** April 23, 2019 9:27 AM  
**To:** [REDACTED]  
**Subject:** RE: Proposed traffic changes

Thank you for your email. It will be forwarded to Rothesay Council for the June Council meeting.

*Mary Jane*

Mary Jane E. Banks, BComm, NACLAA 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

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**From:** [REDACTED]  
**Sent:** April 22, 2019 6:51 PM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Proposed traffic changes

I am writing regarding the letter outlining the proposed changes that will impact Station Rd and in fact, Rothesay Park Rd residents.

I live on Rothesay Park Rd and I don't appreciate the proposed change. The fact is that I am already subject to a one way street. These changes will make my route to and from my home even more restrictive.

This 'cost effective' solution will only impact residents of Station Rd and Rothesay Park Rd, largely.

I walk my dogs every day around the Rothesay corner. The fact is that drivers consistently roll through both the Gondola Point Rd and Hampton Road stop signs all day long. This is despite the fact that Rothesay police have a posted sign. Maybe police should do a better job policing these rolling stops.

On many occasions, with my turn signal clearly signaling my intention to turn onto Station Rd, drivers at the other two stop signs are rolling through and 'anticipating'. This is the cause of accidents rather than the few of

us turning down Station Rd. Further, turning onto Rothesay Rd from Station is a benign turn that both other drivers at the two opposing corners can clearly see.

Your proposal combined with the fact that my street is one way means that I will need to circle much of Rothesay Common to access the far point of Station Rd in order to get to and from my house. This seems hardly fair given my comments above.

This is a scheme to appease a few but in reality, will not impact any of their daily lives. Not the case for those on Station and Rothesay Park.

██████████

from the desk of ██████████



**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** April-23-19 9:59 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Station Rd changes

**From:** Mary Jane Banks  
**Sent:** April 23, 2019 9:26 AM  
**To:** [REDACTED]  
**Subject:** RE: Station Rd changes

Thank you for your emails. They will be forwarded to Rothesay Council for the June Council meeting.

*MaryJane*

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

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

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**From:** [REDACTED]  
**Sent:** April 22, 2019 7:11 PM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Station Rd changes

Further to my last email, your letter states that approximately one thousand cars pass through Rothesay corner each day.

I don't doubt those facts. But, the vast, vast minority of that traffic is residents of Station Rd and Rothesay Rd. Yet, we will be the only residents to be negatively impacted by this change. The other 900 cars through Rothesay corner will not be impacted.

In the end, people 'passing through' and not being attentive drivers, who don't even live near the corner in question will be negatively impacting residents like me.

I challenge that logic.

from the desk of [REDACTED]

2019June10OpenSessionFINAL\_176

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Rothesay Corner Proposed Traffic Pattern Change  
**Date:** June-04-19 9:09:13 AM

---

**From:** [REDACTED]  
**Sent:** June 3, 2019 1:10 PM  
**To:** Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Subject:** Rothesay Corner Proposed Traffic Pattern Change

Hi There,

I'm just writing to provide comment surrounding the proposed traffic changes to Rothesay Corner. I'm a current resident of Station Road and the recent construction on Church Ave etc has certainly highlighted how difficult traffic can be in this area. That said, I can't see how limiting access to and from this road in this manner is going to be beneficial, especially with the access to Rothesay Park loop beginning from the direction that the proposal seeks to limit access from.

I'm struggling to see how this effort is an effective solution to a problem I'm not sure exists.

Thank you,

[REDACTED]

**Residents of Rothesay Park Road**

May 7th, 2019

**Brett McLean**

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

CC: Mayor Grant, Deputy Mayor Alexander, Town Manager John Jarvie and all council members

Dear Mr. McLean,

In response to your April 11, 2019 letter regarding the proposed traffic change at Rothesay corner, the residents of Rothesay Park Road have discussed these changes as a group. We are in agreement that there is a safety concern for drivers and pedestrians at this busy intersection. As residents of the area we have an understanding of the day to day concerns that exist, we live here, we walk here, and our children walk or catch the bus to school here. We collectively have many years of experience at this corner both as drivers and pedestrians. We are appreciative of the opportunity to comment on the proposed changes and hope you consider our concerns as well as our ideas for improving safety.

The proposed traffic pattern change is focused on a small percentage of traffic and will not address the fact that this neighbourhood is an alternative “highway” to and from the city. And with this “highway” comes the greater safety concern of speeding and signage that is not visible to drivers and does not guide them appropriately.

Roads through Rothesay Corner for many years have been used as an alternative to the highway for commuters. Drivers from Rothesay and Quispamsis choose the route despite access to the highway offered at the Clark/Marr Road and at Grove Avenue. The “low road” along the river is an ideal route, coming from Quispamsis along Gondola Point Road there is one stop sign only. Coming from the city there is no stop sign. Drivers often speed through the Commons area omitting completely or rolling through the stop sign at Gondola Point and Station Road. Those driving along Rothesay Road and turning right onto Hampton Road are often speeding rounding this corner. As the populations in both Rothesay and Quispamsis increase the number of cars at Rothesay Corner will only increase as well. Traffic calming measures in this area are a necessity.

Keeping this in mind, consideration must be given in the future to potentially installing a traffic light or a traffic circle. We realize this is not a “cost efficient” solution, but in time may be a necessary solution to the increasing traffic to the area, unless other measures are implemented to slow drivers and potentially deter more through traffic to the highway.

Listed below are “cost efficient” solutions our group has identified. These solutions are traffic calming. The main goal with each is to slow drivers down and guide them with proper signage and lights.



1. **Safety Concern:** Gondola Point Rd./Station Rd.

Speeding from Church to Station, failing to yield to pedestrians, and running the stop sign or “roll stopping” through the stop sign at Gondola Point Rd/Station Rd.

**Proposed Solutions:**

- A) Reposition the Stop Sign for greater visibility and add flashing red lights for these drivers.
- B) Traffic calming measures, such as speed bumps between Church and Station to ensure those driving this route reduce their speed
- C) Increased signage/fines for drivers “roll stopping”

2. **Safety Concern:** Rothesay Rd./Gondola Point Rd/Hampton Rd.

Speeding on Rothesay Rd. onto Gondola Point Rd. and turning right from Rothesay Rd. onto Hampton Road. There is significant risk to pedestrians at the cross walk on Gondola Point Road due to increased speeds in both directions. Alternatively there is risk to those crossing Hampton Road to access the “Forfitness” Gym and for those exiting “Forfitness” in their cars. This is also a school zone and speed here is an issue. Drivers rounding this corner are doing so at increased speeds.

**Proposed Solutions:**

- A) Make Rothesay Corner a 4 Way Stop.
- B) Stop sign installation at Rothesay Road/Hampton Road with flashing red lights
- C) Traffic calming measures, such as speed bumps between Maiden Lane and Hampton Road ensuring drivers reduce their speed

The proposed traffic pattern change also poses the following safety concerns for residents of Station Road and Rothesay Park Road:

- A) Decreased access for emergency vehicles affecting response times. This is especially concerning during a fire. Fire trucks would have difficulty accessing Station Rd. via Church Avenue as the only access point due to the parking congestion on Church Avenue.
- B) Bus stops for school children would be affected. School bus stops along Station Rd. would likely have to change in the morning and afternoon forcing families to arrange pick up and drop off along main roads, such as Gondola Point Rd. This is a great risk to children trying to enter and exit busing along busy routes

In addition to these safety concerns, residents already reside on a one-way street and additional changes to traffic flow in and out of Rothesay Park are inconvenient and do not address the traffic pattern safety concerns previously identified by the Town as well by residents in this letter.

We are all in agreement that there is a safety issue at this corner. We agree that a well thought out safe solution is needed. The currently proposed solution does not address the significant amount of traffic at this corner that will only increase in the coming years. With this traffic comes speeding and poor attention to safety signage. Traffic calming is needed. Redirecting the residents of Station Rd and Rothesay Park Rd. will not address the safety concerns raised. Please consider the above solutions coming from residents who live in the area and who are not simply just driving through.

Sincerely,

[Redacted signature block]



**Haldor (1972) Ltd.**  
Ashburn Place, 479 Rothesay Avenue  
PO Box 1289, Saint John, NB E2L 4G7

June 4, 2019

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

Re: Rothesay Corner – Proposed Traffic Pattern Change

Dear Mayor Grant & Members of Council,

We are writing, as a property owner (Rothesay Place) adjacent to the Rothesay Corner, to express our strong objection to the proposed traffic pattern change as outlined in the recent letter from Brett McLean, Director of Operations.

We recognize that improvements are necessary to improve the safety of pedestrians and vehicles around this intersection, however we do not believe that the restricted turning proposals being suggested will accomplish these necessary improvements.

In our opinion this proposal will do nothing to address the real problem associated with this intersection, excessive speed and volume of traffic on this section of Rothesay Road. In fact reducing the amount of turning options at this intersection will simply encourage higher speeds through this area.

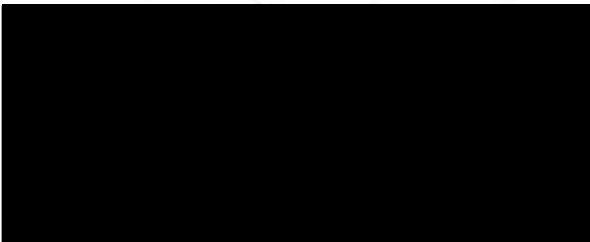
We respectfully suggest that traffic signals, located at Rothesay Corner, as well as at the intersection of Hampton Road/Grove Avenue/Church Avenue, would be a more effective safety improvement solution to control traffic, reduce vehicle speed in the area, provide safer pedestrian crossing and encourage more traffic to use Route 1 to commute in to the city.

We also would like to go on the record as strongly opposing a traffic circle approach as has been suggested in the past. While traffic circles can be effectively used on some locations the following points make this intersection a poor choice:

- The objective here is to slow traffic, not encourage more speed.
- Property access to many residential and commercial properties would be severely restricted due to their proximity to the corner
- Pedestrian crossing becomes more difficult and less safe at the expense of vehicle flow
- Facilitating traffic flow, both volume and speed, increases the safety risk for the adjacent School Zone and residents
- Impact to neighboring residents and businesses from land acquisition including reducing parking availability

In conclusion we ask that Council reject this proposal at this time.

Sincerely,



**Multi-Line Leasing Inc.**  
479 Rothesay Avenue  
PO Box 1289, Saint John, NB E2L 4G7

June 4, 2019

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

Re: Rothesay Corner – Proposed Traffic Pattern Change

Dear Mayor Grant & Members of Council,

We are writing, as a property owner (Rothesay Common) located close to Rothesay Corner, to express our strong objection to the proposed traffic pattern change as outlined in the recent letter from Brett McLean, Director of Operations.

We recognize that improvements are necessary to improve the safety of pedestrians and vehicles around this intersection, however we do not believe that the restricted turning proposals being suggested will accomplish these necessary improvements.

In our opinion this proposal will do nothing to address the real problem associated with this intersection, excessive speed and volume of traffic on this section of Rothesay Road. In fact reducing the amount of turning options at this intersection will simply encourage higher speeds through this area.

We respectfully suggest that traffic signals, located at Rothesay Corner, as well as at the intersection of Hampton Road/Grove Avenue/Church Avenue, would be a more effective safety improvement solution to control traffic, reduce vehicle speed in the area, provide safer pedestrian crossing and encourage more traffic to use Route 1 to commute in to the city.

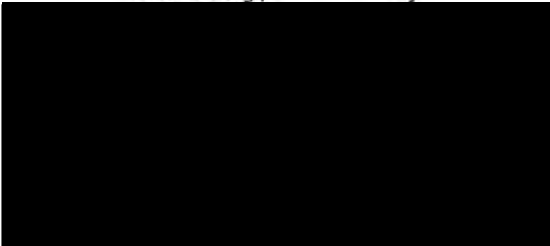
We also would like to go on the record as opposing a traffic circle approach as has been suggested in the past. While traffic circles can be effectively used on some locations the following points make this intersection a poor choice:

- The objective here is to slow traffic, not encourage more speed.

- Property access to many residential and commercial properties would be severely restricted due to their proximity to the corner
- Pedestrian crossing becomes more difficult and less safe at the expense of vehicle flow
- Facilitating traffic flow, both volume and speed, increases the safety risk for the adjacent School Zone and residents

In conclusion we ask that Council reject this proposal at this time.

Sincerely,





## Horizon Management Limited

479 Rothesay Avenue  
PO Box 1289, Saint John, NB E2L 4G7

June 4, 2019

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

Re: Rothesay Corner – Proposed Traffic Pattern Change

Dear Mayor Grant & Members of Council,

We are writing, as a property owner directly adjacent to the Rothesay Road / Station Road corner, to express our strong objection to the proposed traffic pattern change as outlined in the recent letter from Brett McLean, Director of Operations. We would also like to point out that the drawing accompanying the letter failed to hi-lite in red the loss of the ability to exit from Station Road, in any direction.

We recognize, and support Council's initiative, that improvements are necessary to improve the safety of pedestrians and vehicles around this intersection. We firmly do not believe, however, that the restricted turning proposals being suggested will accomplish these necessary improvements.

From a customer access point of view, this proposed change would essentially render useless the commercial property that we own at Rothesay Corner and will, without a doubt, result in a devastating loss of customer traffic for the business currently located in this building. In fact the proposed new curbing on Station Road appears to totally block the only existing entrance to our property.

Furthermore, this proposal will do nothing to address the real problem associated with this intersection, excessive speed and volume of traffic on this section of Rothesay Road. In fact reducing the amount of turning options at this intersection will simply encourage higher speeds through this area.

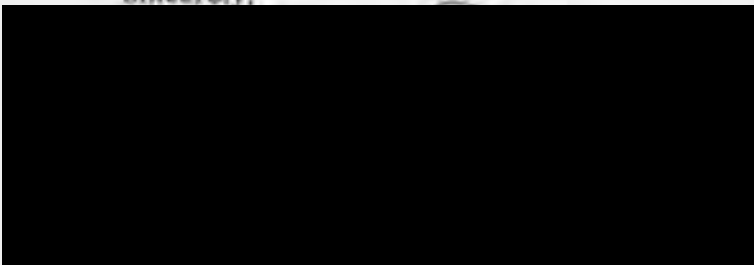
We respectfully suggest that traffic signals, located at Rothesay Corner, as well as at the intersection of Hampton Road/Grove Avenue/Church Avenue, would be a more effective safety improvement solution to control traffic, reduce vehicle speed in the area, provide safer pedestrian crossing and encourage more traffic to use Route 1 to commute in to the city.

We also would like to go on the record as opposing a traffic circle approach as has been suggested in the past. While traffic circles can be effectively used on some locations the following points make this intersection a poor choice:

- The objective here is to slow traffic, not encourage more speed.
- Property access to many residential and commercial properties would be severely restricted due to their proximity to the corner
- Pedestrian crossing becomes more difficult and less safe at the expense of vehicle flow
- Facilitating traffic flow, both volume and speed, increases the safety risk for the adjacent School Zone and residents
- Required land acquisition from commercial properties will result in significant financial cost and hardship to property owners and their clients

In conclusion we ask that Council reject this proposal at this time.

Sincerely,



June 4, 2019.

████████████████████  
6 Station Road  
Rothesay, NB

Town of Rothesay  
70 Hampton Road  
Rothesay, NB

Attention: Mayor & Common Council

Dear Mayor Grant & Members of Council,

We are writing to express our very strong objection to the proposed traffic pattern changes for Rothesay Corner as outlined in the letter we received from Mr. McLean, Director of Operations, dated April 11, 2019. We appreciate the work completed by the Works and Utilities Committee with a focus on improving safety for pedestrians and vehicles in and around Rothesay Corner. However, we believe that these changes will just add confusion to the intersection and a subsequent reduction in safety.

The lack of consultation with the impacted parties, prior to making a recommendation to Council is frustrating at the least. The letter was very vague on information supporting the proposed changes and no reference was given to any traffic study or in depth analysis.

- No information was given on the proposed impact on traffic patterns as a result of the proposed changes; for example, how many fewer entries or exits would there be to/from Station Road at Rothesay Corner?
- Was the impact of access for fire, police and other emergency vehicles considered?
- Was consideration given to our neighbours on Rothesay Common, namely Church Street and Gondola Point Road, to notify them of this proposed change and the impact it will have on their street? As a result of this proposal, traffic from Rothesay Road, Old Hampton Highway and Grove Avenue will end up circling the Common to Station Road and Rothesay Park Road.
- What is the root cause of the issue and will the proposed changes address this cause?

The proposed changes will add an additional one kilometer to our trips both to and from Rothesay Road when travelling by vehicle. The same would be true for several our neighbours on Station Road and all of those on the one-way section of Rothesay Park Road.

In our opinion the root cause associated with the intersection is drivers not respecting the STOP signs nor respecting the right-of-way of north bound vehicles passing through the intersection. Excessive speed and the high volume of traffic on this section of Rothesay Road exacerbate the issue. Reducing the amount of turning options at this intersection will result in higher speeds through this area making it less safe for all users. This is particularly concerning with the adjacent School Zone and pedestrian crossings. A possible cost-effective solution would be the addition of traffic lights.

The proposed change will simply make this intersection confusing and negatively impact safety.


On behalf of our family, we respectfully request Rothesay Town Council reject this proposal and explore other options to improve safety and access for our family and our community.

Sincerely,

A solid black rectangular redaction box covering the signature area.



June 4, 2019

  
3199 Rothesay Road  
Rothesay, NB

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

Attention: Mayor & Common Council

Dear Mayor Grant & Members of Council,

I am writing to extend my support for addressing the current design of the intersection however I want to express very strong objection to the current proposed redesign for Rothesay Corner as outlined in the letter we received from your Director of Operations.

Council and staff are to be commended for seeking improvements to the Rothesay Corner intersection. This intersection, along with adjoining sections of Rothesay and Hampton Roads, have a number of concerns:

- Vehicles travelling at high speed and rolling through stop signs
- High volumes of traffic that really belong on Highway 1
- Challenging access issues to and from for adjoining properties of the intersection
- Safety for pedestrians, especially with the proximity of the School Zone
- Impact on property values

This proposal does not address what I observe as a resident on Rothesay Road. In my opinion the real problem associated with this intersection is excessive speed and the high volume of traffic on this section of Rothesay Road. Reducing the amount of turning options at this intersection will simply encourage even higher speeds through this area making it less safe than today. This is particularly concerning with the adjacent School Zone.

I, personally, also experience great difficulty when exiting our property on to Rothesay Road due to the speed of vehicles and high volume on Rothesay Road. Speeding up the flow of traffic in this area will further exasperate this issue.

The proposed change will simply make this a more dangerous and confusing area for local residents as well as those people who pass through our neighborhood.

It will result in a more restricted access for those people living or visiting in and around Station Road, particularly **including fire, police and ambulance vehicles.**

I would suggest that traffic signals at Rothesay Corner and at the intersection of Hampton Road, Grove Avenue and Church Avenue, would be more cost effective and a better long term approach to

- improving safety by controlling traffic
- reducing vehicle speed in the area
- encouraging more traffic to use Route 1.
- More predictable egress for land owners and clients of adjoining businesses
- Added safety for children and pedestrians with a more controlled and predictable flow of vehicles

On behalf of my family and myself, I implore Rothesay Council to reject this proposal and to explore other options to improve safety and access in our neighborhood.

Respectfully submitted,





# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 15 May 2019  
RE : Police Protection By-law 3-19

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### RECOMMENDATIONS:

- Council give Reading in its Entirety to By-law 3-19, "A By-law of the town of Rothesay Respecting Police Protection in the town of Rothesay"
- Council give 3<sup>rd</sup> Reading by Title and Enactment to By-law 3-19, "A By-law of the town of Rothesay Respecting Police Protection in the town of Rothesay"

### BACKGROUND:

Pursuant to the *Local Governance Act*, SNB 2017, c. 18, s. 10(3) and the *Police Act*, SNB1977, Ch P-9.2, it is the Town's responsibility to provide and maintain police protection services within the community. The *Local Governance Act* requires a by-law per s. 10(3):

10(3) A municipality shall make by-laws respecting the provision of the service of police protection.

Rothesay and Quispamsis have entered into an agreement, the *Municipal Police Service Agreement*, to provide and maintain such services in both communities, under the Kennebecasis Regional Police Force. As such, it is recommended both Rothesay and Quispamsis Councils enact a similar By-law.

At the May 13<sup>th</sup> Council meeting, Rothesay Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading by Title to the Police Protection By-law 3-19.

Mary Jane Banks

**BY-LAW NO. 3-19**  
**A BYLAW OF THE TOWN OF ROTHESAY**  
**RESPECTING POLICE PROTECTION IN THE TOWN OF ROTHESAY**

**1. TITLE**

This by-law may be cited as the "*Police Protection By-law*".

**2. DEFINITIONS**

In this By-law, unless the context otherwise requires:

"Town" means the town of Rothesay.

"Agreement" means the Municipal Police Service Agreement between Quispamsis and Rothesay for the provision of police protection services.

"Parties" means Quispamsis and Rothesay.

"Police Act" means the *Police Act*, SNB 1977, Ch P-9.2 and regulations thereunder and amendments thereto.

**3. AUTHORITY**

It is the Town's responsibility pursuant to the *Local Governance Act*, SNB 2017, c. 18, s.10(3) and the *Police Act*, s.3(1) to provide and maintain police protection services within the Town.

**4. PROVISION OF POLICE PROTECTION SERVICES**

- a) The Town entered into an Agreement with Quispamsis for the provision of policing protection services.
- b) As long as the Agreement remains in effect, the Town shall be policed by members of Kennebecasis Regional Police Force under the terms of the Agreement in a manner consistent with the powers and duties of a municipal police service.
- c) The Town shall notify the Province of New Brunswick in the event of termination of the Agreement, and such notice shall include an alternate police services model as prescribed by the *Police Act* which will be implemented by the Town and, if applicable, proof of a contractual agreement.



**5. SEVERABILITY**

If any part of this by-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this by-law.

FIRST READING BY TITLE: 13 May 2019

SECOND READING BY TITLE: 13 May 2019

READ IN ITS ENTIRETY:

THIRD READING BY TITLE:

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MAYOR

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CLERK



2019June10OpenSessionFINAL\_196

# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 June 2019
RE	:	2018 Annual Report

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Attached is a draft of the 2018 annual report. Some formatting and additional appendices remain to be added. The completed copy will be available prior to the Council meeting on Monday.

# ROTHESAY



2018

Annual Report

This is the Annual Report of the corporation of the town of  
Rothesay for the 2018 fiscal year (January 1 to December 31).

# rothesay

## ANNUAL REPORT

### 1. INTRODUCTION

January 1 Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* that is intended to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past but this report differs in that it is designed to be in conformance with this new legislation. A copy of the new regulation can be found in the appendices to this Report.

### 2. THE COMMUNITY

Rothesay is a long established residential community in southern New Brunswick and celebrated its 150<sup>th</sup> anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,500.

Rothesay's current population, based on the 2016 Statistics Canada Census, is 11,659 a small reduction from the 2011 count. This population was distributed amongst 4,635 households 74% of which occupy single detached housing with an average size of 2.2 person.

Rothesay is part of the Fundy Regional Service district, which is composed of nearby municipalities and local service districts centered on the mouth of the St. John River.

In 2018 Council commissioned a survey of Rothesay residents regarding satisfaction with the services provided by the town and other related matters. A copy of the survey results can be found on the Rothesay website. Key findings included:

- Residents perceive the quality of life in Rothesay to be extremely high, and are happy with their neighbourhoods.
- There is a high level of satisfaction with the overall performance of the Town.
- One in six Rothesay residents have been impacted by stormwater, in their opinion of the municipality's response is negative.



### 3. GOVERNANCE

An eight person Council with Dr. Nancy Grant as Mayor leads the Town. The attendance of Councillors and monies they received from the Town are set out in appendices c & d.

#### A. COUNCIL MEMBERS

The Rothesay Council includes:

- Mayor, **Dr. Nancy Grant\*\***
- Deputy Mayor, **Dr. Matthew Alexander, Ph.D.\***

And Councillors:

• <b>Grant Brenan</b>	• <b>Don Shea</b>
• <b>Tiffany Mackay French</b>	• <b>Bill McGuire*</b>
• <b>Peter Lewis*</b>	• <b>Miriam Wells*</b>

\*Re-elected; \*\* elected Mayor after serving as Deputy Mayor

#### B. COUNCIL MEETINGS

Rothesay Council meetings are typically held the second Monday of the month at 7:00 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the Rothesay website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online: [www.rothesay.ca](http://www.rothesay.ca). In 2018, Council held 13 Council meetings and 15 Committee sessions. Thirteen delegations were heard and three bylaws passed.

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68). The topics are generally relate to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters.

#### C. COMMITTEES OF COUNCIL (2018)

Council receives advice from ten committees several of which include volunteers from the community.

- Age Friendly Committee\*
- Communications Committee
- EMO Committee
- Finance Committee
- Parks and Recreation Committee\*
- Personnel Committee
- Planning Advisory Committee\*
- Nominating Committee
- Rothesay Heritage Preservation Review Board\*
- Works and Utilities Committee\*

\* Committees with resident volunteers.

## D. COUNCIL PRIORITIES

Following its election in 2016 Council adopted a set of priorities to guide the activities of the municipality wrote the Council term. The priorities can be found in Appendix B.

## 4. ADMINISTRATION

The Rothesay Town office is open Monday through Friday from 8:00 am to 4:30 pm, except civic holidays. The main telephone line (848-6600) is answered 7/24 for service requests and urgent matters.

The Town is served by an able workforce of twenty unionized workers, 25 management, administrative and technical staff and 20 to 30 student employees during summer months. An integrated computer network supports the workforce and staff equipped with mobile computer devices provide service in the field. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 576 service requests recorded in the system in 2018 with the most frequent (24%) being related to water meters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. There were six requests for information under the Right to Information and Protection of Privacy Act.

The Town published two editions of the newsletter *RInsider* in 2018. This is a hard-copy publication listing seasonal activities, contact information and other items of interest mailed to every household in the Town.

The Town maintains a social media presence with 2,760 Facebook 'likes' and 3,237 followers on Twitter. Households are also encouraged to subscribe to the Sentinel system for notification in emergencies. Currently about 1120 are registered. In January, The Town launched a new, upgraded website at [www.Rothesay.ca](http://www.Rothesay.ca) where regular notices are posted and up-to-date information on Town projects, policies and other business is maintained. A calendar on the website and an electronic bulletin board at the west end of Rothesay Road promote not-for-profit events.

Mary Jane Banks is the Director of Administrative Services and the Town Clerk.

## 5. PROTECTIVE SERVICES



### A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression and some fire prevention and education services throughout the two Towns. The Department also responds to a significant number of medical emergencies in cooperation with Ambulance New Brunswick. During 2018, there were 535 calls for service in Rothesay including 263 medical response calls and 13 involving fire or explosion resulting in financial losses to the property owner. The Department has a complement of forty firefighters, four management and two part-time administrative staff and operates two fire stations with the main station located on Campbell Drive in Rothesay. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. In 2018, Rothesay paid \$1.95M or 40.85% of the Department's operating costs. Details about the Fire Department are on its website:

<http://www.kvfire.ca>

The Fire Chief is Bill Ireland.

### B. POLICE

The Kennebecasis Regional Police Force (KRPF), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The Force currently has an approved strength of 40 officers and employs four civilian staff. Rothesay's share (40.2%) of the annual budget for policing was \$2.3M in 2018. The City of Saint John Public Safety Answering Point (PSAP) answers emergency (911) calls in Rothesay under an agreement with the KRPF. The share of this service paid by Rothesay was \$141,831.

Oversight of the KRPF is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

Wayne Gallant is the Police Chief.

### E. EMERGENCY PREPAREDNESS

During 2018, Rothesay continued to work on its emergency preparedness. The spring freshet brought record flooding and the town responded with the help of many volunteers from local corporations and community groups. Sandbags in the tens of thousands were

filled and property owners on the waterfront worked night and day to holdback the floodwaters. Once the water had receded, a major cleanup effort was launched to collect sandbags flood born debris and damaged materials from basements. The provincial and federal governments provided funding for disaster cleanup and a provincial Disaster Recovery Fund office was established in the Town Hall.

A key action during the flood was to raise the entrance road to Kennebecasis Park to permit the residents to continue to access their homes during the event. Subsequently an agreement was reached with the City of Saint John in which the road is located to permanently raise the road to the higher elevation. As part of this 15-year agreement, the Town took responsibility for the ongoing maintenance of this section of Park Drive.

Following the flood Council commissioned an After Action Review by Emergency Solutions International to identify opportunities for improvement in future flood events.

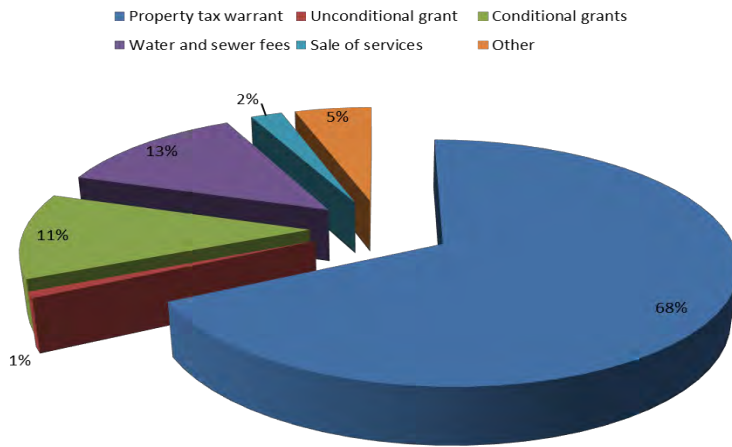
## **6. FINANCE**

The Town finished the 2018 fiscal year with a general fund surplus of \$99,250 and in the utility account \$80,211. These will be brought into budgets in 2020. During the year, the Town borrowed \$1.2M and retired \$1.54M of debt. The Town's current debt is approximately \$1,421 per capita and debt service costs are 6.8% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality's annual expenditures in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines at 16.9%. That debt is repaid through utility charges.

The Town donated \$55,508 to various groups and good causes in 2018; none of these were for economic development purposes. A list of the donations are found in Appendix



**Revenue by source**



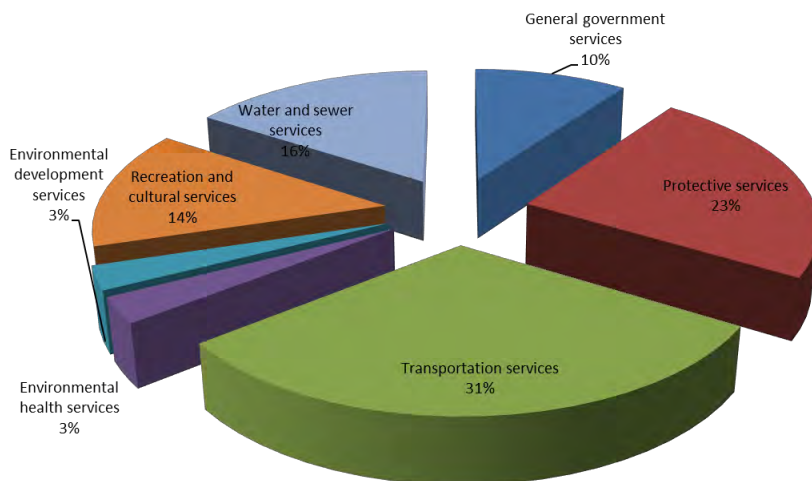
The total tax base of the municipality for the purposes of setting the tax rate was \$1.25B. The tax rate for 2018 was \$1.24 per hundred dollars of assessment. Assessments are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per hundred to the property owner and an equal amount paid by the Town. Six percent of the tax

base is made up of non-residential properties that were taxed at a rate of \$1.815 + the \$2.27 Provincial rate.

Utility rates remained the same in 2018. Water cost was \$1.15/m<sup>3</sup> plus a fixed cost of \$50 per quarter. The annual sewer charge remained at \$370 in 2018 for a single family house. Business and multi-family buildings pay by size of the service connection to the Town system.

The total operating expenditures and debt service costs of the Town were \$19.8M. Rothesay paid \$143,120 in Provincial property tax in 2018 as well as HST to the Province of approximately \$550,000. The Provincial Government transferred \$188,558, including a special one-time payment of \$66,960 due to the assessment freeze imposed

**Expenses by function**



by the Province, to bring the revenue of the Town to the 2017 amount (no increase). The remainder represents 16¢ of the \$2.27 provincial tax rate paid by non-residential property in the town (\$9.96/capita). On average, municipalities with populations of more than 10,000 received \$101 per person in equalization; Rothesay received none.

The audited financial statements of the Town are found in Appendix A.

Doug MacDonald is the Town Treasurer.

## **7. PARKS & RECREATION**

### **A. RECREATION**

Rothesay Recreation department provides numerous program opportunities for its citizens throughout the year. Facilities include the Rothesay Arena, Bill McGuire Memorial Centre, Rothesay Common and the Wells Recreation Building. Through the summer months, the department collaborates with local schools to offer summer programs from various locations within the community. Flooding during the 2018 spring freshet took a toll on the McGuire Centre as the lower level was flooded resulting in major costs for restoration and permanent displacement of a long time tenant, the Vocational Training Centre for Adults.

The Town maintains many outdoor recreation facilities including three ball fields, two synthetic turf surfaces at the Arthur Miller Fields and two irrigated soccer pitches. The 'Hillside Trail' and parking lot is a popular walking opportunity while bike lanes add to the implementation of the Town's Active Transportation Plan.

In 2018, very little progress was made on replacement of the Rothesay Arena. The building, constructed in 1972, is in need of substantial repairs and Council has decided to replace the existing facility with a modern and modest recreation building. Grants have been requested from the Province and the Federal Government. An evaluation of the existing building estimated that renovation to current standards cost in the order of \$6 million.

There were a number of highlights for Rothesay recreation in 2018 including hosting the regional Winterfest event for the first time, a well-attended speaker series during the winter and the usual successful Canada Day celebrations. The busy summer playground program sought 236 kids registered in three locations. Regrettably, the damage and McGuire Centre eliminated the annual day camp program provided by the YMCA. All 48 available plots in the community gardens rented including a new initiative in Kennebecasis Park. Also knew was a monthly sunset yoga program at several riverfront locations. The year ended with the 20th annual TV Santa Claus parade in conjunction with Quispamsis and a very cold Mayor's Christmas tree lighting event in Rothesay Common.

### **B. PARKS**

Rothesay maintains a network of parks and green spaces with major nodes such as the Rothesay Common, East Riverside- Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Park and smaller gems such as Dobbin Park and 150

Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometres of walking, hiking and cross country ski trails.

The freshet played havoc with Rothesay's waterfront parks as there was major damage to the boardwalk at the lighthouse in Renforth Park and damage to walking trails and loss of the deck at the new pavilion in East Riverside – Kingshurst Park. The old wading pool at KPark Beach was removed and the area landscaped following the flood. In addition, the Renforth tennis courts required complete resurfacing due to the water damage.

Besides restoration work following the flood, Parks staff had to contend with the major grub infestation affecting many of the turf areas. By the end of the season, it was possible to allocate resources to expand the Wells trail network in the watershed by about 6 kilometers. Regular Parks staff were supplemented by eight university students mowing, maintaining ballfields, working in the greenhouse and gardens and various other parks-related jobs. (Summer employment for students in 2018 was supported by wage supplements for four students by provincial grants for 20 students by Government of Canada subsidies.)

Charles Jensen is the Director of Recreation and Parks.

### **C. LIBRARY**

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building at 1 Landing Court in Quispamsis is maintained by the two towns cost shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick.

Completed late in 2013 a new library replaced the original building constructed in 1982. The library, is a split-level building of 1,800 m<sup>2</sup> built at a total project cost of just under \$6M. Rothesay's share of the capital cost was \$2.6M. The Rothesay share of the operating cost of the building was \$84,500 in 2018 (39% of total cost). More information on the **Kennebecasis Public Library** is found by liking Facebook at:

<https://www.facebook.com/kennebpl>

The Library Director is Laura Corscadden.

### **F. LIVING MUSEUM**

The Rothesay Living Museum is a partnership with the Rothesay High School designed to protect and maintain memorabilia and artifacts from the five founding communities of the Town. It is operated by a volunteer committee that has collected stories of a number of

prominent local people in written and audio forms. It has also sponsored the publication of a book and several special events. The past year was a relatively quiet one for the Living Museum but it remains a key channel for maintaining the Town history and an opportunity for the youth in the community to gain an appreciation for how we came to be.

## 8. PLANNING AND DEVELOPMENT

### A. BUILDING PERMITS

In 2018, Rothesay issued 218 building permits with a total Value of Construction of \$19 million dollars (\$19,044,238.00). The building permit fees resulting in \$135,502.00 of revenue.

### B. BY-LAW ENFORCEMENT

The table below represents categorized resident complaints that were investigated by Staff.

	Zoning By-Law	Unightly Premises	Building By-Law	Town Owned Lands	Commercial Signage	Animal Control	Civic Complaint	Noise Complaint
2018	8	17	1	3	2	23	1	7

In 2018 an enforcement file escalated to the Courts when in August, property owners were brought before the Court of Queen’s Bench. Rothesay was seeking enforcement of the Zoning and Building By-Law regarding an illegal secondary suite. In September, Staff appeared in court, together with the homeowners, for consideration of the matter. Prior to the commencement of the hearing, the Town was able to discuss on a “Without Prejudice” basis a resolution of this matter. Since that appearance, the homeowners have substantially complied with the Court’s order albeit an outstanding issue regarding the septic system remains unresolved.

### C. PLANNING

The Rothesay Planning Advisory Committee met a total of eight times in 2018. There were no Major applications rezoning applications in 2018. Of special interest Staff did begin in the spring of 2018 public consultation on the Municipal Plan and Zoning By-law review. On October 30, 2018 Rothesay held a well-attended (150 persons) meeting where the results of the Hillside Planning Study (secondary plan) were presented to the public and feedback was solicited. Copies of that DRAFT report were made available online on the Town’s website.

## 9. PUBLIC WORKS



The 2018 activities of the Public Works Department were made more complicated by the spring freshet. Several Town assets were damaged by flooding including the wooden deck at the newly constructed Pavilion at East Riverside/Kingshurst Park which was refurbished in concrete. However, typical seasonal work continued including the placement of 522 tonne of asphalt for repairs and 1263 tonne of winter salt. Over 68 km line of painting included almost 19 km of painting for bike lanes.

Similar waste collection included 1979 tonne of garbage, 911 tonne of compost material and 266 tonne of recyclables. These were collected through a contract with FERO Waste and Recycling Inc.

Capital work included 2300 m of microseal and more than 4 km of asphalt. The letter included a major project of the Gondola Point Road to improve safety at the intersection of Isaac Street.

Six hundred, fifty-two metres of new sidewalk was added within the school catchment area on Iona Avenue and Eriskay Drive and a similar length of new storm sewer.

The Town Fleet was refreshed with replacement products and equipment including a new backhoe and trackless sidewalk snowplow.

## 10. UTILITIES

### A. WATER

In 2018 the town treatment plant at Carpenter Pond processed 610,326 m<sup>3</sup> of raw water to produce 581,326 m<sup>3</sup> of treated water for distribution. Two of the wells were subject to regular cleaning. Water testing of the raw water identified coliform counts on 37 occasions and in one case in the water after treatment. The untreated well water had an Ecoli count as high as five while there was no Ecoli in the treated water.

### B. WASTEWATER

The following are the performance results for the three Town wastewater treatment lagoons for 2018.

Lagoon	Treated Volumes (m <sup>3</sup> )	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
KPARK	126,618	14.1	17.8
RENFORTH	115,595	13.75	26
FAIRVALE	2,538,257	24.75	34

Operations staff reported 59 overflow event days new to flooding 2018. There were also 75 days of overflows at wastewater pumping stations due to rain and four days due to operational issues.

The Director of Operations including both Works and Utilities is Brett McLean.

## II. APPENDICES

### A. DONATIONS

RECIPIENT	TYPE	FORM	AMOUNT \$	PURPOSE
KV3C	grant	In kind	2500	Use of space in McGuire Centre
NB Medical Education Trust	grant	cash	5000	Support for medical education
Saint John Regional Hospital	grant	cash	2500	Support for regional medical services
KV Food Bank via Quispamsis	grant	cash	5,441.81	To offset rental cost
YMCA	grant	cash	2500	Camp Glenburn capital campaign
YMCA (four of five)	grant	cash	10,000	Regional YMCA capital campaign
Rothsay High School	grant	cash	1000	Student scholarship
KV Oasis Youth Centre	grant	cash	2500	To offset operating cost
Saint John Theatre Co.	grant	cash	1000	To offset operating cost
Symphony New Brunswick	grant	cash	500	To offset operating cost
KV Players	grant	cash	500	To offset operating cost
CVRC Inc.	grant	cash	500	Support- SJ priority neighbourhoods
Vocational Training Centre for Adults	grant	cash	2000	To offset rental costs
Kennebecasis Crimestoppers	grant	cash	2800	To offset operating cost
KV Committee for the Disabled	grant	cash	7000	Transportation subsidy
Pro-kids Saint John	grant	cash	7500	To offset administrative costs
	TOTAL		\$53,241.81	

## **B. COUNCIL PRIORITIES**

Rothesay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office. The Term Priorities adopted by Council are:

### **To adopt a long term, sustainable fiscal strategy based on sound principles**

- To establish financial management principles specific to Rothesay's circumstances
- To develop a five year financial plan
- To consider the economic implications of all new development proposals
- To actively seek an improved position on Provincial transfers

### **To plan & execute capital projects on time and budget**

- To establish a five year plan for road resurfacing /improvements & renewing other capital assets
- Completion of WWTP project on budget; with operational costs identified and costed
- To complete 'Wells link' on budget
- To develop a comprehensive policy on storm drainage

### **To revisit the Recreation Master Plan**

- To review the Rothesay Recreation Master Plan
- To ensure Rothesay recreation and park facilities and programs meet the needs of a wide range of residents.
- To ensure Rothesay trails are well-maintained and expanded as resources and opportunities permit
- To explore opportunities for partnerships associated with Town-owned facilities
- To determine any parking improvements required at the Rothesay Common



### **To adopt a comprehensive Municipal Plan**

- To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan
- To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay
- To ensure Rothesay's property condition bylaws are as effective as possible
- To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market
- To encourage greater understanding regarding reasons and methods for barrier-free access

### **To develop an 'age-friendly community' strategy**

- To establish the Town position on its role in addressing seniors' issues
- To review Town policy and procedures for "age friendliness"
- To advocate for Rothesay seniors with the provincial and federal governments

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

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

- To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels
- To optimize benefits from participation in all inter-municipal and regional arrangements
- To maximize the benefits from revised municipal legislation

The Priorities were adopted at the November Council meeting so progress in 2016 was somewhat limited. At the close of the year action plans were being developed, committees struck and resources allocated through the budget process to advance the priorities.



Counc. Miriam Wells														
	Personnel Committee													
	Age-Friendly Committee													
	Nominating Committee													
	Parks and Recreation Committee													
	Public Works/Infrastructure Committee ( <i>dissolved April</i> )					N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Works and Utilities Committee ( <i>created April</i> )	N/A	N/A	N/A	N/A									
	Board of Directors, KVFD													
Counc. Tiffany Mackay French														
	Personnel Committee													
	Heritage Preservation Review Board													
	Kennebecasis Regional Joint Board of Police Commissioners													
	UMNB Representative													
	Communications Committee ( <i>dissolved June</i> )													





**D. COUNCIL REMUNERATION**

**G. SENIOR STAFF SALARY RANGES**

**H. MAYOR'S ACTIVITIES**

**I. AUDITED FINANCIAL STATEMENTS**

**J. REGULATION 2018 – 54**



## INTEROFFICE MEMORANDUM

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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 6 June 2019  
RE : "Flood Prone Neighbourhood Concerns" – 3 Neighbourhoods

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### **Recommendation:**

Staff recommends the following action in response to the concerns raised by residents in the flood prone areas of the town.

1. It is recommended that Council:
  - a. approve a capital project to raise the north section of Rothesay Park Road to a consistent elevation of 6 m at a cost not to exceed \$100,000 with the work added as an extra to the Church Avenue project and funded from capital reserves.
  - b. direct staff to investigate and report upon the feasibility of raising sections of the following roads with a view to reducing their susceptibility to flooding: Alexander Ave., Elizabeth Parkway, Maliseet Dr., Park Drive, Pickett Lane and Rothesay Park Road.
  - c. refer the concerns raised regarding the operation of the sanitary sewer system during flood conditions to the Works and Utilities Committee.
  - d. seek the cooperation of the other municipalities in the Fundy region on consistent approaches to the sand and sandbag supply. Flood prone property owners will be advised it is their responsibility to obtain and place sandbags if they wish to do so.
2. Council endorse the following actions by Staff:
  - a. encourage registration on the Sentinel emergency notification system and if residents are not prepared to use Sentinel, establish an email list to be used to inform residents by street regarding Town activities during flood conditions;
  - b. sign and limit access to local streets as conditions dictate, recognizing public streets are used by residents to receive services and visitors who may have activities to conduct with other residents, *local traffic only* signs may be erected in some circumstances. Residents will appreciate that signs have only a limited degree of effectiveness. If the situation goes beyond nuisance, the police will be engaged to deter sightseers;
  - c. review the condition of storm sewer outlets in flood prone areas to determine suitability for backflow prevention devices and the benefits that such devices might have;
  - d. circulate copies of this memorandum to property owners in the flood prone areas; and
  - e. monitor government programs for any new funding sources for the initiatives set out.

**2019June10OpenSessionFINAL\_217****Background:**

Recently two letters were received from residents on Rothesay Park Road and Alexander Avenue. Copies of these letters are attached. Also attached is an email from a resident on Post Road. The following are the topics raised and the response of staff.

**Item 1: Flooding on the Rothesay Park Road blocks access**

Water is evident at the edges of the travel way on the south end of Rothesay Park Road when the river reaches a depth of slightly more than 4 metres. At 5.6 metres that section of road is under a metre of water and water has reached the centre line of the road at civic number 40. The lowest point at the north end of Rothesay Park Road is at the wastewater pumping station where water reaches the centreline of the road at under 5 m. The roadbed is narrow and it is not safe to be crossing in a depth of water more than a few centimetres.

Staff have examined the situation with the project engineer from the Church Avenue storm sewer project. It is believed the road could be raised to an elevation of 6 metres without compromising the railroad crossing. This project would consist of placing fill material, stabilizing the slopes, adding guardrails on both sides and paving. The estimated cost of this work would be less than \$100,000. This price is predicated on carrying out the project in 2019 while the fill material is available in the immediate vicinity at little or no cost.

It must be understood that this would not create a dam that will keep the river from backing up into the marsh. There are four culverts in that section of the road and there is some porosity to the roadbed meaning that water will eventually reach the same elevation in the marsh as in the river itself. If a dam is the desired option, this is a project of much larger magnitude requiring detailed engineering work, a somewhat complicated regulatory process, a lengthy project duration and significantly higher cost. The existing material would need to be removed and the river held back while the work was undertaken.

Rothesay Park Road is not the only access affected when the river rises. A section of Alexander Avenue is covered by water at relatively low flood levels (at #10 the centre line of the road is less than 2" above flood level). There are several other roads within the town that are subject to flooding including Maliseet Dr., Pickett Lane, several portions of Park Drive and Elizabeth Parkway at Post Road. The feasibility of raising each of these roadways should be considered.

It must be noted that in future river depths may exceed 6 m and that for some residents safety should dictate them evacuating.

**Item 2: Lack of sewage flow during flooding poses a great risk to residential homes. (AA #1)**

The system operators believe that greater risk to homeowners would result from continuing to operate the pressurized system against the head of the river. Once the river level rises above certain manholes along Rothesay Park Road and Alexander Avenue the Hickman lift station (near civic #40) and the Rothesay Park lift station are shut off for this reason:

1) Hickman station will pump river water into the gravity main on higher elevations of Rothesay Park Road causing it to be overloaded and potentially backing up into homes well above the flood stage. This gravity main flows to the Rothesay Park lift station under normal conditions.

**2019June10OpenSessionFINAL\_218**

2) Rothesay Park lift station will only pump river water entering an adjacent manhole and will not have any ability to evacuate solids deposited in sewer laterals below the river level or the solids deposited into the main below the river level. Houses in the area which continue to deposit solids into their wastewater laterals have a risk of plugging their system, getting their check valve stuck open, contaminating the lower levels of the home, releasing contaminated water into the neighboring yards and street which will exit submerged manholes. This will happen whether the lift station pump is operating or in the off position.

3) If the Rothesay Park lift station is forced to pump river water, this flow drops into the gravity sewer main on the corner of Station Road / Rothesay Park Road near civic # 6 Station Road. It will overload the sewer main which runs along Station Road and then down the tracks to the Fairvale Lagoon. This has the potential to flood homes which are serviced by this gravity sewer main.

In other words, the greater risk to private property is in running the pumps not in shutting them off. The elevation of the top of manholes is not uniform throughout the community. Therefore, in areas with higher manholes the pumping may continue at higher flood elevations. It is estimated there are 56 manholes in the Town system below a 5.5 meter elevation.

CBCL Engineering has been asked to look at ways to reduce river water from entering our most vulnerable systems. Cameron, Maliseet, Alexander and Rothesay Park Road are being reviewed to identify the lowest elevation sewer manholes. CBCL m prepare some recommendations to either raise or seal manholes so more lift stations may be able to operate during the flood conditions. While we appreciate the concerns of residents and their substantial inconvenience, staff do not believe continuing to run the pumps in flooded conditions is advisable either for the residents or for the operation of the system. A new wastewater treatment system set at an elevation of 7 m will be able to operate in flood conditions but there will continue to be areas in the municipality where the pumping stations should be shut down due to the elevations of the manholes. Residents will recognize that all municipal systems are not designed to operate the same and that short excerpts in the media are not definitive statements of universal best practices. If deemed necessary, Council may wish to have an external expert examine the system and operating procedures to confirm best practice. [The pumps were shut down from Tuesday, April 23<sup>rd</sup>, River Watch 4.8m, (2 feet above flood level); Friday, May 3<sup>rd</sup> River Watch 4.55m, (10" over flood stage)].

A system which would continue to operate when immersed in the river could likely be designed but it would be different from that operated in the rest of Rothesay and would mean changes to the connection on each property. The cost of such a system is unknown at this time.

**Item 3: Communication for flood-affected residents is important, it should be proactive, timely and specific.... delivered through a medium that is accessible to all. (AA #2)**

If email addresses are provided, staff will maintain a list for each neighbourhood and email notices accordingly. The Town has had an emergency notification system in place for more than 10 years. Out of the 40 residential properties on these two streets, 18 households are registered in the Sentinel system. A letter was mailed before Easter to the residents on the streets inviting them to register for the system, follow the Town on Facebook and send an email to the [rothesay@rothesay.ca](mailto:rothesay@rothesay.ca) address. The source of river elevation information received by the Town is the same one available to anyone visiting the River Watch page.



**2019June10OpenSessionFINAL\_219****Item 4: Supply of Sandbags/charging for sandbags**

The EMO Committee discussed the supply of sandbags in detail in the time leading up to the freshet. Neighbouring municipalities were consulted. These municipalities indicated that they would not be providing sand or sandbags until certain flood elevations were reached or forecast. They also advised that they would only be providing sandbags to property owners from their communities. The Town acquired 20,000 sandbags and the Committee felt it was appropriate to limit the number of bags and charge a modest fee at a time when no sandbags would be available commercially (over the Easter weekend). Sandbags were available for purchase from private suppliers prior to that time and an unlimited supply of free sandbags in that context was deemed likely to invite hoarding.

Council should decide if it is the municipality's responsibility to provide sandbags to waterfront property owners whenever flood conditions are imminent. We note that the Province does not provide sandbags unless and until local supplies are exhausted. Staff will be working with Regional EMO and the Province regarding the supply of sandbags. A broad approach where sandbags are acquired in bulk and made available to municipalities, even if 'at cost' is seen as preferable to the situation experienced this year.

It must be understood that the Town does not control the availability of the military nor volunteers. Troops typically have very specific functions to which they are assigned and these are whatever Provincial EMO decides in conjunction with Federal officials. The Town's communication with military is through the Provincial EMO. This year troops filled sandbags and carried out a wellness check in the flood zone. In 2018, no military resources were available to this region. Rothesay requested military support earlier in the event and were advised that it was not available. Volunteers are also not controlled by the Town.

**Item 5: Water levels in the Marsh are of concern**

Staff recognize that high water levels in the marshy area contribute significantly to the issues experienced during flooding. Staff will investigate what changes can be made on the entrance end of Rothesay Park Road. As noted in Item 1, creating a dam at the mouth of the marsh is a complicated and expensive undertaking. It is also not clear that even such an undertaking would keep the groundwater level from rising during flood conditions.

**Item 6: Residents regard Onlookers as a Nuisance**

Signs such as suggested can be erected but their effectiveness is limited. There is a wide variety of traffic in the area including those going to the Church and Yacht Club. Distinguishing those with "legitimate" reasons to be in the area from the simply curious can be challenging.

**Item 7: Review design and operation of storm sewers on Alexander Avenue (AA #3)**

The storm sewers on Alexander Avenue are rudimentary and do not include any backflow prevention. Staff will investigate whether it is practical to control these inlets during the freshet.

**Item 8: Raise the elevation of the road beyond civic number 8 (AA #4)**

Staff will investigate the implications of raising the road in the area described. The road surface is 3 feet lower at the property line between #10 & #12 than in front of #8 and almost 2 feet lower than at the driveway to #18.

**2019June10OpenSessionFINAL\_220****Item 9: The effect of flood mitigation costs on assessments (AA #5)**

Property assessments are generally beyond the control of the municipality. Property owners can request a review of their property value individually through Service New Brunswick. As the system is based on market value, wholesale changes are unlikely if and until waterfront properties see a reduction in sale prices.

**Item 10: individual led mitigation work coordinated with Town (AA #6)**

Once Council determines actions to be taken this memorandum should be shared with residents including costs and time frames as they become available.

**Item 11: Backflow prevention on storm sewer outlets during freshet (Post Rd #1)**

Staff is considering various techniques for backflow prevention on storm sewer outlets during the freshet. In 2018, staff observed that most of the flooding on Post Road resulted from backup from the river through the storm sewer system. In 2019, situation was somewhat different as there was considerable rainfall. It is imperative that stormwater be released into the river as much as possible.

**Item 12: Install permanent pumping capacity for use during the freshet (Post Rd #2)**

Staff do not believe the installation of permanent pumping at this location is feasible or necessary. Temporary installation of pumping if required is a more cost-effective solution.

**Item 13: Raising a section of Elizabeth Parkway at the end of Post Road (Post Rd #3)**

Increasing the elevation of Elizabeth Parkway to create a 'levee' over the storm sewer inlet is a concept that requires additional examination and discussion with private property owners whose land would be affected.

**Questions****Why was Cameron Rd. chosen to be elevated and no other roads that experienced similar levels of flooding?**

Cameron Road was raised during the flooding because the project was part of the 2019 capital improvement program and the contractor was already on site. It was included in the 2019 program because it is part of a larger project in the vicinity.

**If this is the case (i.e. changes to the sanitary sewer system) and potentially we could see flooding of this magnitude more regularly, what are the town's plans for the sewage system going forward?**

The Town currently has no plans to make changes to the sewage collection system on Rothesay Park Road or Alexander Avenue. While there may be a solution for a sealed sanitary system, it would come at a very high cost and would necessitate changes to the lateral pipes to each house and potentially to plumbing within some buildings.

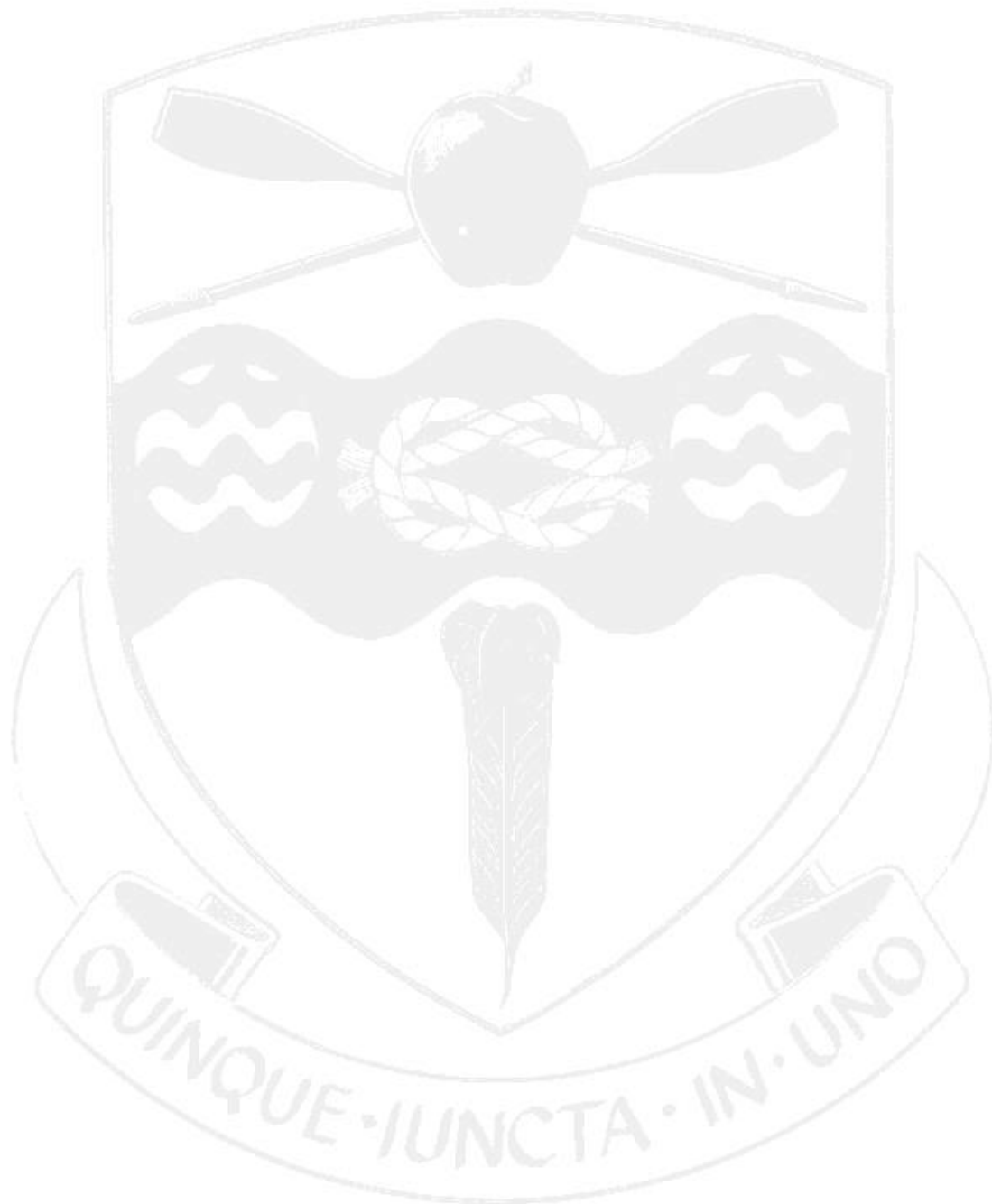
**Is there a way to limit the amount of water that enters the marsh during the Spring Freshet in order to reduce the damage to homes and prevent road closure at the entry point to Rothesay Park Rd?**

Building a dam where the marsh and the river meet is a possibility but comes at a high cost and would require design/project approval from the federal and provincial governments. Council would have to decide on a commitment of resources to investigate such a project including the expenditure of funds for engineering expertise. If this was deemed to be urgent, the project to raise the road should be deferred.

**2019June10OpenSessionFINAL\_221****Conclusion**

Without challenging the validity of the issues raised, Council will recognize that at present there is no designated funding from other orders of government to carry out major capital projects for flood mitigation. Some of the mitigation measures proposed would come at a substantial cost. Generally speaking, proposed projects have not been designed; therefore costing is very preliminary.

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May 8, 2019

Attached please find a document outlining concerns, questions and ideas developed by the residents of Rothesay Park Road.

This document is to be distributed to all Council Members, The Town Manager, and the Director of Operations.

Please add this to your June Town Council Meeting Agenda

Thank you,

Residents of Rothesay Park Road



**Residents of Rothesay Park Road**

May 7th, 2019

**Mayor Dr. Nancy Grant**

70 Hampton Rd  
Rothesay, NB  
Canada, E2E 5L5

**cc: Deputy Mayor Dr. Alexander, Town Manager John Jarvie, Director of Operations Brent McLean, Council members, Tiffany Mackay French, Miriam Wells, Bill McGuire, Don Shea, Peter J. Lewis and Grant Brennan**

Dear Mayor Grant and all listed Town officials,

Residents of Rothesay Park Road gathered recently to identify key issues regarding the floods of 2018 and 2019. Mutual concerns and questions were identified as well as potential solutions to reduce flood burden on residents as well as the town in future years.

We ask that you add "Flood Prone Neighbourhood Concerns" to your next council meeting agenda and study the following points for consideration prepared by the residents of Rothesay Park Road.

Our goal is to work together with The Town to identify areas of concern and create solutions to mitigate the impact of future flood damage. We would be willing to meet as a group with Town officials if further dialogue is necessary.

1. Flooding on Rothesay Park Road blocks both the entry and exit points of the street. Water levels are too high to allow for motor vehicle crossing. Many residents are displaced due to the entry/exit being impassable. There are residents on the street who cannot leave their homes due to health reasons. Some of these residents require in home nursing care and their caregivers cannot access the street during the flood. Numerous residents stay to ensure sump pumps are working and generators are attended to. In an emergency situation there is no access for emergency personnel.

**Proposed Solution:**

**Raising the road/causeway 3 feet at the exit point of Rothesay Park Road. This would be a similar solution to what was done on Cameron Rd. during this year's flood.**

**Question: Why was Cameron Rd. chosen to be elevated and no other roads that experienced similar levels of flooding?**

2. Lack of sewage flow during flooding poses a great risk to residential homes. For many residents it is difficult to understand why sewage cannot continue to function during flooding. Why some streets have functioning sewage and others are shut off. Other municipalities, such as the city of Fredericton do not turn off sewage due to the threat of damage to the homes of its residents. Please see Dan Harvey's comments (Director of Pollution Control Division for the City of Fredericton).

<https://www.cbc.ca/news/canada/new-brunswick/fredericton-flood-river-side-drive-sewage-overflowing-manhole-1.5121115>

One of the explanations that has been given by Rothesay town officials is the pumping stations/manholes need to be lower to allow for adequate sewage pumping from our street and other low lying areas, but cannot function properly when river levels reach 4.2 m and above.

**Question: If this is the case and potentially we could see flooding of this magnitude more regularly, what are the town's plans for the sewage system going forward?**

**Concern: The threat of yearly sewage backup and no access for 10+ days to functioning sewage is concerning for residents of Rothesay Park Road.**

***This question and stated concern needs to be addressed by the Town of Rothesay Utilities and Works Committee, and a solution needs to be identified and communicated with residents.***

3. Communication for flood affected residents is important, it should be proactive, timely and specific. It should also be delivered through a medium that is accessible to all. Social media platforms, such as Facebook/Youtube are certainly a way to get information to the masses, but often messages are generalized and are not specific to the situation in each neighbourhood. A Facebook post by the town On April 23rd at 2 pm was vague and stated “some of the town sewage pumping stations are no longer functioning.”

Sewage shut off communication in 2019 To Rothesay Park Road residents was delivered by word of mouth from one resident on the street after she contacted the Town directly inquiring about when the sewage would be turned off, only to find out it had been turned off hours before. No resident on Rothesay Park Rd was aware of this and one household experienced sewage back up. This is unfortunate and absolutely preventable.

**Proposed Solution: Similar to what Anglophone South District Schools uses to communicate with parents, create a contact list of residents (email, telephone) in flood prone neighbourhoods. Warnings regarding road closures and sewage/water system changes can be communicated this way throughout the flood. Residents would not have to guess if its their neighbourhood the town is referring to in general announcements made on Facebook or the town website, and those not able to access social media can be kept informed.**

**A warning to residents 12-24 hrs prior to turning off the sewage would have been an excellent way to proactively communicate with residents so they can take the time to ensure plumbers can check backflow preventers and balloons can be inserted preventatively.**

**The town website with the Spring Freshet 2019 Banner is a great idea and easily accessible, but needs regular updating. This was not done regularly throughout the flood. A long video is not necessary, but written updates in point form twice daily at set times would be very helpful.**

**The Easter weekend was difficult for residents who were already sandbagging and preparing for the flood. There was little in the way of guidance and communication from the town other than links to Riverwatch. It would have been helpful to hire an employee over the weekend to update residents using the website. This was the most critical time and we did not have access to any town specific information. This is when proactive communication would have been most beneficial.**



4. Sandbags are necessary to protecting the homes of the residents of Rothesay. Unfortunately the Town of Rothesay chose to limit the amount of sandbags for each residential home and also charged residents for sandbags.

**Proposed Solution: More proactive behaviour and preparation for the flood on behalf of the town in the days and weeks leading up to the flood. More assistance/call for volunteers/army is required in the days leading up to the flood regarding sandbagging. Town councillors need to consider what message it sends to residents when the Town charges for sandbags during a crisis and limits quantities. Remove the charge for sandbags as well as the limit on sandbags.**

5. Water levels in the Marsh are of concern for two reasons:

- A) It causes road flooding resulting in road closure at the entry to Rothesay Park Rd. The reach of the marsh flooding is to Alexander Avenue causing issues for homeowners on that street as well.
- B) The marsh levels cause groundwater saturation so significant that even though the water does not reach some homes the pressure causes basements to flood in several homes on Rothesay Park Rd.

**Questions:**

**Is there a way to limit the amount of water that enters the marsh during the Spring Freshet in order to reduce the damage to homes and prevent road closure at the entry point to Rothesay Park Rd?**

**If this is a question better directed to the Government of New Brunswick or Environment Canada would the Town be willing to investigate this possibility further with other levels of government?**

6. During the flood in 2018 and 2019 Station Road was a viewing area for the Public and the Media. Many drivers park and take pictures, drive back and forth and congest the area with unnecessary traffic. This is stressful for residents and delays further entry and exit to our homes. It is also disruptive to residents of the homes along Station Rd.

**Proposed Solution: Close Station Road to Public traffic. Post signage “Local traffic only”**

As residents we appreciate the hard work and leadership it takes to guide a community through a crisis like this. We also appreciate the hard work of the many Town officials and volunteers who worked to fill sandbags and distribute them to residents. Our intention with this document is to help to improve the flood response by identifying areas in which changes can occur for the better in the hopes of reducing burden to all.

Respectfully Submitted,

[Redacted signature block]

May 27, 2019

To: Rothesay Mayor and Council  
From: Residents of Alexander Avenue

We would like to bring concerns to Town Council following another significant flood event this spring. Our hope is that Town Council will address these concerns. As a group we would appreciate the opportunity to meet with the Town of Rothesay and flood mitigation experts to learn how both the Town of Rothesay and we as residents can better protect ourselves from flood damage and mitigate safety risk during this time of year.

Our significant concerns are:

- 1) The sewage system needs to be upgraded. Losing the ability to flush toilets exacerbates the challenges of dealing with flood waters and creates a personal safety issue.
- 2) Communication to residents regarding the sewage system needs to be done in a more effective and timely manner. The communication this year was unclear, incomplete and not provided in a professional and timely manner.
- 3) Water flows onto Alexander Avenue from storm sewers designed to remove excess water. Are there back check valves on this system that might prevent spill over? Can the system be capped off during flood risk time to prevent water being delivered to the street at the peak of the flood risk period?
- 4) Water collects to a very deep level on Alexander Avenue past #8. Residents at the end of the street trying to protect their homes can only access their homes by boat. This is a safety issue for access to these residents in the event of an emergency. There is a short stretch of road that could be raised to mitigate this significant risk.
- 5) The cost of flood mitigation is an annual cost. We believe property tax assessments should be revised downward to reflect this cost to residents.



- 6) All residents are considering engineered solutions to mitigate flood risk. It is critical this engineering assessment be done benefitting from a baseline view. We would appreciate the Town of Rothesay providing a summary of current options being considered and the potential implications for Alexander Avenue so that any work undertaken by individual residents takes account of the Town of Rothesay remediation plans.

We, the residents of Alexander Avenue, thank the Town for providing portable toilets, disposal bins and the sandbag filling operation. The quick pickup of sandbags and debris after the flood waters was most appreciated.

This letter has been prepared with the agreement and is signed below on behalf of the following residents of both Alexander Avenue and Tennis Court Road.

[Redacted list of resident names]

Sincerely,

[Redacted signature]

[Redacted signature]

**From:** [REDACTED]

**Sent:** Tuesday, May 21, 2019 4:17 PM

**To:** Nancy Grant; Brett McLean; John Jarvie

**Cc:** [REDACTED]

**Subject:** Future flooding considerations

Dear Dr. Nancy Grant,

The residents of Post Road, in Kennebecasis Park, are extremely grateful for the efforts put forth by the city to mitigate the extent of the flooding in our neighbourhood this year. Without the installation of the industrial pump, we would have endured the same conditions we faced in 2018. From conversations I have had with the other residents in our neighbourhood, the concern is - what conditions are we going to be forced to deal with in the coming years? Although it is impossible to forecast the predictability of future weather trends, having back to back "once in a hundred year" flooding events is clearly a bit unnerving.

We are aware that a back flow preventer valve will be installed to prevent the river water from being able to back up through the storm sewer system at the discharge point near the end of Post Road. However, that preventative measure will only have a limited effect on controlling the water levels in our residential area. The water that is still flowing through the storm system from surface and ground water will still back up if there is nowhere for it to go - hence the pump system. The remedial measures that were implemented this year proved that the pump system was integral to adequately managing the excessive water running through the storm system. Ideally, we would like to see a permanent pump system put in place to control the water levels in the storm sewer system.

The other area of concern is the opening at the end of the road which leads to the river. Last year, the river levels rose to a point where the river breached the embankments and crossed over the road. This year, we were lucky and the river levels did not exceed the levels we dealt with in 2018 - but it was real close. We feel it would be prudent to correct the height of the embankment

at the end of Post Road where it intersects with Elizabeth Parkway. The pump system was great at controlling the storm sewer water, but it would become completely useless and ineffective if the river levels met or exceeded the levels of 2018. Creating a levee at this location will assist in preventing the river from being able to breach the embankment and flow over the road and into our neighbourhood.

If all three measures were put in place (back flow preventer, pump system and a levee), we are confident that future flooding events can be adequately controlled. We feel that given the unpredictability of Mother Nature, it is prudent that we take a proactive approach to this issue instead of a reactive one (once the situation demands appropriate action take place). Now that the long winter is over and the conditions have improved, we hope that any future work can be performed during this window of opportunity.

We hope you will address this situation accordingly and consider our recommendations. We look forward to hearing what your course of action will be.

Sincerely,

████████████████████

## Don Shea, Councillor Town of Rothesay

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[REDACTED]  
Rothesay, New Brunswick

Tel: [REDACTED]

Email: DonShea@rothesay.ca

To: Mayor & Council  
Cc: John Jarvie, Town Manager  
Mary Jane Banks, Town Clerk  
Re: Pits and Quarries  
Date: June 4, 2019

- Questions:
- 1) How many pits and/or quarries currently operate within the municipality of Rothesay?
  - 2) How many pits and/or quarries ceased operations within Rothesay in the last 10 – 20 years?
  - 3) Does the operator of a pit require a permit and, if so, at what interval must it be renewed?

Rothesay  
Zoning By-Law  
(5.8 Pit And  
Quarry  
Operation)

Section (5.8.2) outlines the application process to operate a pit and/or quarry in Rothesay.

- 1) How often does the town follow-up with an operator to ensure s/he is adhering to that which was in the application?
- 2) Does the application to operate a pit and/or quarry require PAC approval?

Section (5.8.3) delineates the need for a rehabilitation plan to accompany each application for a permit.



- 1) In those instances where operations have ceased, was a rehabilitation plan followed?
- 2) For pits and/or quarries currently operating in Rothesay, is the town in possession of a rehabilitation plan?

Section (5.8.5) states: "No permit may be issued under this section until the applicant has deposited a sum of money, certificate of deposit, letter of credit or guarantee in an amount determined by the Development Officer to be adequate to cover the estimated cost of rehabilitation of the site in accordance with the terms and time limits specified on the permit."

- 1) How does the Development Officer determine the estimated cost of rehabilitation?
- 2) Where does the town keep security deposits?

## Don Shea, Councillor Town of Rothesay

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[REDACTED]  
Rothesay, New Brunswick

Tel: [REDACTED]

Email: DonShea@rothesay.ca

To: Mayor & Council  
Cc: John Jarvie, Town Manager  
Mary Jane Banks, Town Clerk  
Re: Developer's Agreement re 23 Marr Road (Dec. 14, 2012)  
Date: June 4, 2019

Days between  
date of signing  
and June 4,  
2019

2,363 days (approximately 6.5 Calendar years)

Question 1: Is the development to be completed within a certain time- frame or can the Developer take as many years as s/he wishes to complete the same?

Section 3

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Section 3 references "approved phases of the subdivision" ...

Question 1: How many phases characterize this development?

Question 2: Where, in the Development Agreement would one find the number of phases?

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Section 9

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Sections 9 through 13 references a storm water management system.

Question 1: Is the Town in possession of a storm water management plan as per Section 9?

Question 2: Has the Developer carried out, as per Section 11, the installation of a storm water management system which results in a zero net increase of storm water runoff to the Town system?

Question 2 (b): When the development releases its storm water to a water course that impacts properties "downstream" – how can a water course on private property be part of the town system?

Question 2 (c): When the Town approves the release of storm water to a water course that impacts residents downstream, what notification is provided to said property owners? What responsibility does the Town have towards ensuring the water course remains unobstructed?

Question 2 (d): How does the Town ascertain the storm water runoff has a "zero net increase"?

## Don Shea, Councillor Town of Rothesay

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[REDACTED]  
Rothesay, New Brunswick

Tel: [REDACTED]  
Email: DonShea@rothesay.ca

To: Mayor & Council  
Cc: John Jarvie, Town Manager  
Mary Jane Banks, Town Clerk  
Re: Stormwater Management  
Date: June 4, 2019

Question: Does Rothesay have a stormwater management plan?

Answer: No

What is stormwater runoff?

Stormwater runoff is water that "runs off" across the land instead of seeping into the ground. This runoff usually flows into the nearest stream, creek, etc. which directs it to a larger body of water such as a river or lake. Runoff water is not treated in any way.

The problem:

In some municipalities, surface water is purposely directed towards water courses without regard to its impact on properties downstream.

As Rothesay continues to develop to accommodate its growing population in the coming years, the stormwater problem will grow too. If we are to be proactive, the time to act is now.



Recommendation: That Rothesay develop a Stormwater Management Master Plan and Flood Mitigation Plan and, more specifically, said plan address, but not be exclusively bound by, the following:

- 1) ... compile and review existing reports and related information;
- 2) ... analyze the capacity of the existing stormwater infrastructure within the municipality and define the associated issues under a variety of storm conditions;
- 3) ... assess the required upgrades to the existing stormwater system and to provide budgetary cost estimates;
- 4) ... provide operational strategies to prevent damage in the event of flooding; and
- 5) To provide stormwater guiding policies for future development.