

ROTHESAY

Regular Council Meeting

Agenda

-2-

13 May 2019

- 6.9 2 May 2019 Letter from the Department of Transportation and Infrastructure RE:
Designated Highway Funding

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

- 7.1 20 February 2019 Kennebecasis Public Library (KPL) Board Meeting Minutes
February 2019 KPL Librarian's Report
31 December 2018 KPL Comparative Income Statement
2018 KPL Annual Report
- 7.2 27 February 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
Meeting Minutes
31 March 2019 KRJBPC Statement of Financial Position
16 April 2019 KRJBPC Call Summary
- 7.3 17 December 2018 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
31 December 2018 KVFD Draft Operating and Capital Budgets
31 October 2018 KVFD Statement of Expense with Budget Variance
12 December 2018 KVFD Chief's Report
30 November 2018 KVFD Response Report
31 December 2018 KVFD 2018 Audited Financial Statements
16 April 2019 KVFD 2018 Annual Report
- 7.4 31 March 2019 Draft unaudited Rothesay General Fund Financial Statements
31 March 2019 Draft unaudited Rothesay Utility Fund Financial Statements
30 April 2019 Donation Summary
25 April 2019 Draft Finance Committee Meeting Minutes
➤ 2018 Audited Financial Statements (*see item 9.1.2*)
➤ Appointment of Auditors (*see item 9.1.2*)
- 7.5 8 April 2019 Draft Emergency Measures Committee Meeting Minutes
- 7.6 16 April 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.7 17 April 2019 Draft Works and Utilities Committee Meeting Minutes
➤ Christopher Lane
- 7.8 6 May 2019 Draft Planning Advisory Committee Meeting Minutes
➤ Hillside Secondary Plan (*copy of report previously provided*)
- 7.9 April 2019 Monthly Building Permit Report
- 7.10 8 May 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*

ROTHESAY

Regular Council Meeting

Agenda

-3-

13 May 2019

8.2 Master Local Improvement By-law 1-19 (Tabled April 2019)*Remove from table*

9 May 2019	Memorandum from Town Clerk Banks
8 May 2019	Summary of By-law 1-19
DRAFT	Local Improvement By-law 1-19
26 April 2019	Website notice

8.3 Water By-Law 1-18 – Options

10 May 2019	Memorandum from Town Manager Jarvie
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9. NEW BUSINESS**9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Water By-law 1-18**

7 May 2019	Report prepared by M. Hatfield RE: Negative Financial and Socioeconomic Consequences of By-law 1-18
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9.1.2 Audited 2018 Rothesay Financial Statements

6 May 2019	Memorandum from Treasurer MacDonald
31 December 2018	Draft Rothesay Consolidated Financial Statements

ADMINISTRATION**9.2 Committee Appointments**

7 May 2019	Memorandum from the Nominating Committee
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9.3 Fire Prevention and Protection By-law 2-19

9 May 2019	Memorandum from Town Clerk Banks
16 April 2019	Letter from the Kennebecasis Valley Fire Department RE: New draft Fire Prevention and Protection By-law
DRAFT	Fire Prevention and Protection By-law 2-19
	Fire By-law Comparison Table of Concordance

9.4 Police Protection By-law 3-19

9 May 2019	Memorandum from Town Clerk Banks
DRAFT	Police Protection By-law 3-19
3 May 2019	Quispamsis Staff Report to Council

OPERATIONS**9.5 Turnbull Court Sewer Design**

8 May 2019	Report prepared by DO McLean
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10. NEXT MEETING

Regular meeting	Monday, June 10, 2019
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11. ADJOURNMENT

Water Bylaw Impact & Recommendations

Mark Hatfield

May 7, 2019

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Executive Summary

This report:

- ▶ looks at the negative financial and socioeconomic consequences created by the enactment for By-Law 1-18
- ▶ the concerns about the safety and reliability of the well water at the properties in question are addressed
- ▶ proposes a recommendation to repeal and/or amend By-Law 1-18

Introduction

- ▶ Early 2015, By-Law 2-15 was presented to replace current Water By-Law 7-04
 - ▶ Tabled due to feedback and information from commercial and residential property owners
- ▶ Concern: Significant cost on property owners and tenants
 - ▶ Tenants dependent on affordable housing
- ▶ New By-Law 1-18
 - ▶ Seemingly replaces By-Law 2-15, without significant changes
- ▶ March 5, 2019
 - ▶ Letter sent notifying the Water By-Law change
 - ▶ No consultation from property owners
 - ▶ No good faith communication beforehand

Cost Impact

- ▶ Schedule 1 provides analysis on projected annual cash flow impact of By-Law 1-18 based on our most recent quarterly results adjusted to record the projected recurring costs of this new by-law
- ▶ Cash Surplus reduced to a deficit of \$(3198) quarterly and \$(12 791) annually
- ▶ Hookup installation and usage cost over 10 years estimated at \$18 745/year. This represents a 15.28% increase of current annual operating expenses
- ▶ Tenants do not have the financial means to pay for the increasing living cost

Rent Increase

The cost of By-Law 1-18 would inevitably be passed on to the tenants occupying the affordable housing units

- ▶ Current average rent: \$635
- ▶ Adjusted average rent: \$717
 - ▶ Increase of \$82 per month, or \$987 per year
 - ▶ 13% increase

NB Affordable Housing Crisis

The lack of affordable housing not only in our province, but also in the Saint John area is a serious need for many families

- ▶ “...Saint John area typically we have over 1,000 families on a wait list for New Brunswick affordable housing...”, Saint John Councilor John MacKenzie. CTV Atlantic
- ▶ “The municipal government can: 4. Keep in mind the homeless population of Greater Saint John and the shelter community when determining priorities, budgets and policies”. The Homeless Hub. (2008).
- ▶ Many questions, few answers on homeless crisis | CBC News - CBC.ca
- ▶ NB non-profit housing in peril as advocates await provincial ... - CBC.ca
- ▶ 'Breaks my heart': Homeless face cold streets again with no ... - CBC.ca
- ▶ 'It takes all of us': CBC New Brunswick hosts forum

Impact on Affordable Housing

- ▶ Our properties provide a service to persons and families who are on social assistance programs and working individuals who are unable to make ends meet
- ▶ Without property owners' willingness to invest in affordable housing, these people would be forced to move outside the town
- ▶ Migration from the town would cause strain on the local economy
- ▶ Workforce shortage in retail, restaurant, and small businesses
- ▶ Given that our tenants cannot afford any substantial rent increases, the financial model of the properties triggers a change in use, eliminating 19 units of affordable housing

We ask you...

What are the optics when the New Brunswick town considered of having the five richest neighborhoods in the province, enacts a by-law that not only targets their most vulnerable citizens but also forces those who are the fortunate few that currently have affordable housing to look elsewhere, outside of Rothesay town limits?

Safety and Reliability

- ▶ Town officials stated that water quality and reliability were the main concern or the purpose for the changes of significance in By-Law 1-18 from the previous water by-law.
- ▶ At no time did city officials ask to see a copy of our company's emergency response policy
- ▶ This policy has been structured to effectively manage two different types of well water disruption events:
 - ▶ well water contamination
 - ▶ well water disruption
 - ▶ a loss of power
 - ▶ malfunctioning well
 - ▶ malfunctioning ancillary equipment and infrastructure
 - ▶ natural causes

Emergency Well Water Disruption Policy & Procedures

- ▶ Our policy details responses to the two types of water disruption: well-water contamination and well-water disruption.
- ▶ Notification of events will be made in person and in writing, distributed to each unit and posted on all entrances and non-unit doors.
- ▶ Tenants will be informed not less than once every 24 hours with progress updates
- ▶ This policy ensures that tenants will not be without suitable water for necessary daily activities

Summary

From the financial information shown, our investment in the properties is a high-risk venture that no longer becomes viable under the business model that exists to provide affordable housing to those in need within the Town of Rothesay.

We cannot continue to provide this service and our current tenants cannot afford a rental rate increase.

We request that By-Law 1-18 be repealed and or amended and the sections requiring existing commercial properties and residential apartment buildings, that have not yet connected to town supplied water, be removed along with all costs associated therein.

We request that a section to the new or amended by-law stipulate that, existing commercial properties and residential apartment buildings are grandfathered in from being forced to connect to town supplied water in the future and the non-connection fees that were in place prior to By-Law 1-18 will remain the same, free of any increases and/or additional charges.



April 18, 2019

Mary Jane E. Banks, BComm
Town Clerk
70 Hampton Road
Rothesay, NB E2E 5L5

Subject: Town of Rothesay By-Law #1-14 – A By-Law to Regulate Traffic in Rothesay

Ms. Banks:

The Department of Public Safety has consulted with the Department of Transportation and Infrastructure (DTI) on the above noted by-law and we offer the following comments:

Section 2 – Definitions

New Subsection "c" - "Commercial Vehicle" means any vehicle with a gross mass of four thousand five hundred (4,500) kilograms or more and designed or adapted for the carrying of freights, goods, wares or merchandise and does not include a private passenger vehicle.

The new definition substantially duplicates the current definition in the *Motor Vehicle Act*. Generally, such duplication is not permitted. Please refer to Section 6, Subsection 5 for additional comments.

Subsection "f" (formerly "e") - "curb" means and includes any lateral limit of the portion of a street used and intended to be used for vehicles whether marked by curbing or not.

.../2



As previously indicated, the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads defines "curb" as; *a structure with a vertical or sloping face along the edge of a lane or shoulder strengthening or protecting the edge or clearly defining the edge*. It appears the by-law definition is for a roadway shoulder or the portion of roadway outside the travel lane, but it is not very clear. The municipality may want to consider clarifying the by-law definition.

NEW Subsection "i" - "private road" means a roadway for which the right-of-way is not owned by the municipality and which is included in Schedule 'A-10'.

Schedule 'A-10' lists 37 private roads (Lane/Road/Drive/Court). There is a discrepancy between Schedule 'A-10' and the Official DTI Municipal Kilometrage listings as "Private streets not included for service". The following five roadways are not listed in the Official DTI Municipal Kilometrage: Minnard Lane, College Hill Road (on RNS Campus), Lacey Drive, Scovil Lane, and Olsson Roadway.

Section 18 references "maintenance services" for the various Private Roads. Section 113 of the *MVA - Powers of Local Authorities* does not provide provisions for maintenance services in a Municipal Traffic By-law. The Town may want to review the reference to maintenance services.

Section 3 - Maximum Speed of Vehicles

Subsection 1(a) (formerly Subsection 2) - The section indicates that the speed limit on all roadways is 40 km/h unless otherwise indicated in Schedule 'A-1' or are provincial highways. The Schedule listed Hampton Road (Route 100) as 50 km/h and Rothesay Road (Route 100) between City of Saint John Boundary and Golf Club Court as 60 km/h. Both roadways are provincial highways and as such are under the jurisdiction of the Minister.

Subsection 1(c) (formerly Subsection 4) - indicates that the sections of the various roadways listed in Schedule 'A-2' are school zones with a maximum speed limit of 30 km/h.

Schedule 'A-2' lists Hampton Road from Almon Lane to Rothesay Road and Hampton Road from Scott Avenue to Hillcrest Drive as school zones. To our knowledge, Hampton Road (Route 100) is a provincial highway and under the jurisdiction of the Minister.

Section 5 - Through Highways

As indicated in the previous review, as defined by the *MVA*, a "through highway means any highway or portion thereof at the entrances to which stop signs or yield right of way signs are erected and which vehicular traffic from intersecting highways is required by law to stop or to yield the right of way before entering or crossing the same". Several of the listed highways/streets involved traffic signals and/or multi-way stops along the roadways and therefore are not considered through highways.

Rothsay did implement several changes to comply with the *MVA* however, the modifications for Hampton Road listed as: 1) Hampton Road between Rothsay Road and Marr Road; 2) between Marr Road and Campbell Drive; 3) between Campbell Drive and Donlyn Drive; 4) between Donlyn Drive and North-East Town Boundary, do not appear to fully comply.

A review of the DTI 2018 Municipal Maps indicates that the Hampton Road within Rothsay ends prior to the Campbell Drive intersection. That is, the Municipal Boundary between Rothsay and Quispamsis is west of Campbell Drive. As a result, it appears 3) and 4) above are located within and under the jurisdiction of Quispamsis. Therefore, these two segments of highway must be removed from the by-law.

Also, a set of traffic signals exist on Hampton Road at Oakville Lane which is located between Marr Road and the east town limits. Therefore, the section should be modified to identify a) Hampton Road between Marr Road and Oakville Lane and b) Hampton Road between Oakville Lane and the eastern municipal limits as through highway.

Section 6 - Truck Routes

Subsection 2 - All other streets or highways are considered restricted to use by trucks except local deliveries. Notice of prohibition under the authority of section 6(1) shall be given by a sign posted in an appropriate location on any street not included in Schedule 'A-5' of this by-law.

It is recommended that "under the authority of section 6(1)" be removed from the by-law as Section 6(1) does not appear to address any prohibition.

Subsection 5 - This section was modified to indicate "The driver of a Commercial Vehicle shall not use any highway within the Town except a truck route."

The definition of "Commercial Vehicle" exists in the *MVA* and does not need to be duplicated in the by-law. As an alternative, it is suggested this section could be worded as "The driver of a Commercial Vehicle with a gross mass of four thousand five hundred kilograms or more shall not use any highway within the Town except a truck route".

Section 13 - Winter Traction Tires

The previous version of the by-law defined "winter traction tires" (includes "studded tires") and defined "winter period" as December 1st of a given year to March 31st of the following year.

It was identified that Section 241(3) of the *MVA* already defines the timeframe studded tires are permitted and that the Minister could extend that timeframe if required. The municipality changed "winter period" to the same as Section 241(3). This should be removed from the by-law as duplication of the *MVA* is not recommended.

Section 14 - Spring Weight Restrictions

Subsection 5 (previously Subsection 6 in Version 1) - With the changes in Subsection 13(1) and 14(3) from Version 1 to Version 2, it appears that Subsection 5 is not required and should be removed.

Section 17-Parades and Processions Funeral Cortege

Subsection 3 - The section has been modified from the previous version. However, it indicates that the requestor can submit the request to the District Engineer in writing, at least 10 days prior to the event describing the measures taken to address all relevant safety factors. The District Engineer must respond in writing, acknowledging satisfaction with the advice provided by the proponent.

It is recommended that the last sentence be revised as follows "Written response from the District Engineer, acknowledging satisfaction with the proposed measures, must be received before the event proceeds".

Section 18 - Protected Crosswalks and Private Lanes – NEW

Subsection 1 - Where a protected crosswalk is installed and the yellow warning beacons are flashing, no person operating a motor vehicle shall pass through the crossing until all pedestrians have fully cleared the crosswalk. A list of protected crosswalks is provided in Schedule 'A-9'.

Operations has no objection to listing the crosswalks in the by-law (i.e. Schedule 'A-9'); however, this section substantially duplicates 170(1) of the *MVA*.

Subsection 2 - Refer to comments under Section 2 - Definitions, NEW Subsection "i".

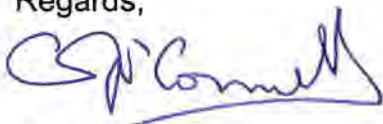
Section 24 - One Way and Controlled Access Highways

Subsection 2 - As I understand it, control of access and the level of access control falls under the authority of the Minister of Transportation and Infrastructure as per Section 38 of the *Highway Act*. Therefore, there does not appear to be a need to include Subsection 2 and the subsequent Schedule 'A-8' referencing control access highways in the by-law.

We would also draw to your attention that our overview of the by-law is to determine whether its provisions appear to be authorized under the *Motor Vehicle Act*. Although there may be items in the by-law that could be of questionable validity, effectiveness or enforceability, comments are not being offered on these items as they are outside the scope of our review.

Please address the concerns listed above and re-submit the proposed by-law for our consideration.

Regards,



Chris O'Connell,
Registrar of Motor Vehicles

c.c.: Ms. Diane Nash, Assistant Director, Maintenance and Traffic Branch, DTI

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2019May13OpenSessionFINAL_035

APR 23 2019

Madam Mayor

During late winter and early spring there were several snow rain freezing cycles that caused a lot of ice buildup on my property. This caused a lot of water to build up on three sides of my basement walls causing water to seep into my basement. This was caused by water running off Beach Drive and water running off Francis Avenue. The water ran down Francis Avenue unchecked because it could not get into the storm drains which are not on the road itself but in swales off the sides of the road. The swale to the storm drain in front of my house over the years has filled in with sand from the side of the road so the water cannot reach it and all the water runs into my yard with unwanted results. A partial solution would be to clean out the swale but it will fill in again so it is not ideal.

[REDACTED]

23 Francis Avenue

[REDACTED]

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2019May13OpenSessionFINAL_038

RECEIVED

APR 10 2019

Madame Mayor

The sewage system in Fairvale was installed ~~about 1976~~. I am not sure of the exact date and for twenty two years there was no problem. On January 28th 1998 the sewers backed up flooding the basements of several people on the river side of Beach Drive and at least one person on Francis Avenue.

A meeting was held between the affected people and representatives of the town. Mr. Jarvie chaired the meeting. Several things were promised. Two that I remember were flushing of the system and to put smoke into the system to see who was illegally putting rainwater into the system. The lines were flushed but I think smoke was never used.

I installed a check valve but this was not the answer because of the layout of my plumbing system. When the sewer flooded again the check valve shut off tight but there was no indication that the valve was closed and a family member took a shower with disastrous results.

To solve my problem whenever a heavy rain was forecast I would plug my downstairs toilet. In 2014 during Hurricane Arthur the water came up in my bathroom sink and in my laundry tub.

Shortly after I had a meeting with Mr. McLean and he informed there were no plans to make any changes to the sewer system.

The latest incident was on January 24th of this year. The power was off at the same time so it was a little awkward to handle it with just a flashlight.

You do not seem to have a problem spending money when rain water is involved. Some people at Oakville Acres got rain water in their basements and you weren't long digging the big ditch on Pettingill Road. I won't hazard a guess as to what that cost. Someone on Almond Lane got water in their basement that was looked after in jig time. I would think that having sewage water in your basement is more hazardous to your health than rainwater and it's a shame that you have let it continue for so long.

[REDACTED]

23 Francis Ave.
Rutledge

[REDACTED]

2019May13OpenSessionFINAL_037

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Request for assistance with groundwater drainage issues 4 Brock court update
Date: May-08-19 8:10:31 AM

From: [REDACTED]
Sent: May 7, 2019 8:38 PM
To: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Grant Brenan <GrantBrenan@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: [REDACTED] Brett McLean <BrettMcLean@rothesay.ca>; [REDACTED]
Subject: Request for assistance with groundwater drainage issues 4 Brock court update

Dear Mayor Grant and Council Members,

We submitted a letter to Council August 17, 2017 requesting assistance with drainage on 4 Brock Court as we have no formal storm drains, infrastructure on town land was collapsing creating dangerous sink holes, and ground water was collecting causing an NB Power box to become submerged. This led to a town commissioned study (Dillon Report) which confirmed that drainage needs to be improved in the area of Brock Court and Goldie Court. Storm drain infrastructure was proposed to be added to the 2019 budget. Unfortunately our specific storm drain improvements will not be occurring in 2019.

The homeowners of 4 and 6 Brock Ct have carried out the suggestions contained in the Dillon report with respect to mitigating drainage issues on our own property in the summer of 2018 (grading, ditch cleanup, etc).

However, we are addressing council again, as on Sunday May 5, 2019 the old storm drain infrastructure on Town of Rothesay property once again gave away creating a dangerous sink hole that the 6 Brock Ct homeowner fell into. Our storm drainage is inadequate and very quickly failing and becoming dangerous.

The town is presently working on the recurrent sinkhole issue, but we would like to once again request the global drainage issue be addressed sooner rather than later, as indicated in the Dillon report. The current infrastructure on town property is failing miserably.

Thank you,

[REDACTED]
4 Brock Court

Dear Rothesay Town Councillors re: April 8th ,

As an apartment dweller in Rothesay, I recently attended the Council meeting April 8th, 2019 dealing with By-law 1-18 forcing Apartment owners to hook up to the town water system. I must say it was an interesting process watching over 100 “lower income” people pack the town hall on a snowy night to get a perspective on how the town of Rothesay views this demographic and can justify such a by-law.

It was clear that the people in attendance were definitely from the lower end of the pay scale. For the most part, they are the people working in the “service industry” serving you your coffee, meals, or ringing in your purchases. I felt somewhat degraded, belittled, and discriminated against listening to Dr. Nancy Grant address this issue.

She prefaced the meeting by saying that the “landlords” were appropriately notified of this change; that they had published a notice in the Telegraph Journal and had announced it on Facebook and Twitter. It was obvious that none of the apartment owners were aware of this for if they had been notified our presence at the meeting would not have been necessary.

It is my belief that it would not have gone this far.

After a long, exhaustive, search, I recently moved into an “affordable” unit on the Hampton Road. It was no easy task finding this little gem. As for the water, I feel so privileged to be drinking well water that it not treated by chemicals. It has saved me a lot of money not having to buy bottled water. I have first-hand experience drinking “city water that has been treated” and it is not pleasant. It was endearing to hear some councilors representing the citizens of Rothesay who spoke up during this meeting. I applaud them and only hope that the other councilors reflect on what will happen if this by-law in not repealed.

Thank You,

██████████



Dear Mayor and Council of Rothessay,

I am a tenant who lives in an apartment building that is being targeted to hook up to the town water supply. I am writing to express my concerns regarding this by-law. I am a person who lives in this community, whether you like it or not. I deserve the right to live in Rothessay. I feel the water by-law is discriminating against the people who can't afford to live in the newly built apartment buildings that cost 1200.00 to 1400.00 per month. There are a lot of people living in these apartments who work in the service industry. The people who serve you your coffee, ring in your gas purchases, groceries, and serve you your food at the local restaurants. We are not working in high paying jobs. Some of the people living in these apartments are senior citizens who live on a very low fixed income. Some are single parents trying to make their paycheck cover the basic necessities. Our financial situations may differ from yours however we are decent people who deserve to be treated in a respectable manner. The only reasonable solution to this issue is to let us drink our well water free of charge and leave the landlords alone.

Thank you,

██████████





March 21, 2019

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



Madam Mayor,

Thank you for your letter of March 12, 2019 regarding the identification of your community infrastructure needs.

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

Our request to our stakeholders (municipalities, First Nations, etc.) in Spring 2018 has allowed us to determine the type of current infrastructure needs and identify any new urgent projects. We are utilizing this information in conjunction with our partner Departments to fully understand where and when future infrastructure projects may be required in the province.

We anticipate that we will be providing specific calls for proposals beginning later this year. As the nature of the calls is determined, we will endeavour to provide as much lead time as possible to ensure that all stakeholders have the opportunity to participate. In preparation for an application, I encourage the Municipality to examine the agreement to ensure that any requested projects meet the required immediate outcomes of the funding stream to which you will apply. The agreement can be found at: <https://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-nb-eng.html>.

If you have any additional questions regarding the IBA after reviewing the agreement, please feel free to contact Cindy Lanteigne (476-4696) at the Regional Development Corporation.

Thank you again for your interest in the IBA funding opportunities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrea Anderson-Mason".

Andrea Anderson-Mason
Minister responsible for Regional Development Corporation





Cheryl Gallant

2019 May 13 Open Session FINAL_041

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



April 5th, 2019

Rothesay Township
70 Hampton Rd.
Rothesay, New Brunswick
E2E 5L5



Dear Rothesay Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

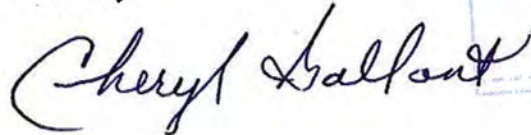
Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

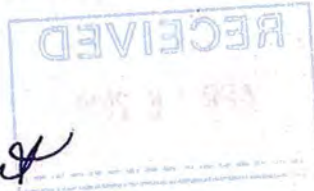
As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant".



Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

Mr. Michael A. Gillis
Foundation Chairman

COPY

April 9, 2019



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

Dear Mayor Grant:

Thank you for generosity in supporting St. Joseph's Hospital and the patients we serve. The advancements we have made can be attributed in many ways to faithful donors like you who have generously supported our mission. We are most grateful for your generosity and hope you will take great pride in knowing the role you play in the health of our community.

Your support makes a real difference for the patients we serve – and knowing we can turn to you at key times is vital. Every gift makes a difference. In the past year alone, our donors have been instrumental in keeping our Hospital well equipped and able to provide the care we want and deserve. From providing smaller patient comfort items to high tech, high cost items like the 3D Mammography that will save lives - **your donation matters**. It matters to your Foundation and more importantly it matters to the patients we serve. You have empowered the Foundation to take the lead in providing excellence in patient centered care for our community – and for that I can't thank you enough.

On behalf of the patients, staff and St. Joseph's Hospital Foundation ~ thank you. Thank you for your continued faith in our endeavors.

Sincerely,

Laurie A. Flood
Executive Director
St. Joseph's Hospital Foundation

2019May13OpenSessionFINAL_044

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Imperial Theatre Ambassador Program
Date: May-08-19 1:42:15 PM

From: Heather White Brittain [REDACTED]
Sent: Thursday, April 18, 2019 4:22 PM
To: 'nancygrant@rothesay.ca'
Subject: Email 1 of 2 - Imperial Theatre Ambassador Program

Hello Nancy:

As a follow up to my message last week, in our ongoing mission to enrich, engage and inspire through the performing arts, we have focused on welcoming new residents in a direct reach. To this end, we found some funding and are presenting the Imperial Theatre Ambassador Program. We will do a soft launch this weekend and in our next Season – Season 26, it will be more widespread with communications.

The vision of this program is to:

- (1) Engage new residents by way of invitations to complimentary shows and events
- (2) Engage new residents as donors
- (3) Engage existing donors as Imperial Theatre Ambassadors

Each Season, Imperial Theatre Ambassadors will receive a list of shows that they will have access to by the way of electronic vouchers. I have attached a sample for example of a show where we have invited new residents to be our guest this weekend. If invited guests are interested, they simply call our Box Office and give them their names – choose their seats over the phone and show up!

Occasionally – they will also be invited to a reception beforehand. It would be great if the Imperial Theatre Ambassador can attend (as our guest) but if they can't – that's ok too as we see this gaining momentum already in providing existing complimentary tickets to new residents.

I wanted to share this information and the new program with you for a few reasons:

- (1) You have been a longstanding and supportive donor and you may be interested in being known as an Ambassador and Steven as well.
- (2) You may also decide in your role as Mayor for Rothesay that it is something to promote through our collective efforts to grow our population in meaningful ways.
- (3) It would be lovely if we had a Rothesay Council contact that we could share these invitations with. I have a current distribution list that I use when we are inviting new residents to our shows and I would be happy to add the Council to this list. It is of course a blind list.

Many thanks for listening and for supporting Imperial Theatre and for all that you do.

Wishing you both a wonderful Easter weekend.

Kind regards,
Heather

[Helping to Enrich, Engage and Inspire for all walks of life: Donate Now!](#)

Heather White Brittain
Development Director
12 King Square South
Saint John, NB E2L 5B8 CANADA

Office: 506-674-4197 Mobile: [REDACTED]



[Facebook](#) | [Twitter](#) | [Instagram](#)



Fundy Chapter
PO Box 22045
Lansdowne Postal Outlet
Saint John NB
E2K 4T7

www.muscle.ca

April 19th, 2019

Mayor Nancy Grant
Town of Rothesay

Dear Mayor Grant,

On behalf of the families and friends of Muscular Dystrophy Canada, we want to extend a sincere thank you for your support with the Lip Sync Battle Saint John in support of Team Sparks in the Walk for Muscular Dystrophy Event in Saint John. The event was held on Saturday March 16th and raised over \$5,500.00. This amount will go towards Team Sparks' goal of raising \$12,000 for the Walk for Muscular Dystrophy to be held in June.

All money raised from the event will directly help people with neuromuscular disorders in our community. Muscular Dystrophy Canada helps people with neuromuscular disorders cope with the initial emotions and assists families by providing information, support services and funding for medical and mobility equipment (i.e. wheelchairs, hospital beds, braces, etc) and research.

Your contribution to this event is greatly appreciated and I hope that we can count on your support for future events.

Sincerely,

Jeff Sparks
Fundy Chapter Volunteer



April 24th, 2019

Dear John and Mayor Grant,

Just wanted to express our very sincere thanks for your support for the Amazeatorium. Your generous donation helped us to make this eighth annual installment of the event a truly enthralling and memorable day of learning for so many families in our community.

The truth of the matter is that the success of the Amazeatorium completely depends on people like you. We're really thrilled to report that over 100 organizations and businesses were involved this year through sponsorship, donating tickets and hosting booths at the event. Upwards of 350 volunteers contributed their time. It was a massive community effort.

In terms of attendance, both shows sold out at the box office - close to 5000 tickets were released for the event. Over 1200 tickets were donated to local schools and charities that work with families in need. Many, many kids and their parents had an incredible day of fun and learning thanks to generous businesses and individuals in our community.

The sum total of all this community spirit was a truly incredible day. The atmosphere of fun and learning was palpable in Harbour Station. Everywhere you looked you saw smiles. And you saw kids, parents, grandparents, siblings and friends, all playing and talking and laughing together. It was truly AMAZING!

With help from P.R.O. Kids, we are collecting feedback on the event via an exit survey. Responses are still coming in, but already we know that people thought the event was fantastic. Even better, 62% of respondents have reported that they will be signing their kids up for a new activity based on something they tried at the Amazeatorium! That represents a lot of new learning and recreation opportunities for kids in Saint John and beyond!

At Touchstone Academy, we passionately believe that to play is to learn. When we all play together, wow, what a difference we make for families in our community! Thank you so much for your wonderful contribution to this project.

Thank you!

Julie Atkinson
Amazeatorium Coordinator

Angela Campbell
Principal, Touchstone Academy

This is us ...

THANKING YOU

for an **AMAZING** day of:



DISCOVERING

PROBING



MAGNIFYING

BUILDING



CREATING



TOUCHING



EXPERIMENTING



PLAYING TOGETHER!

Amazeatorium
 To Play is to Learn
 Touchstone Academy

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: N.B. premier says long-term fixes needed after second straight year of floods
Date: May-03-19 4:03:10 PM

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

From: "Christopher Ross" [REDACTED]
Date: Sun, Apr 28, 2019 at 1:50 PM -0300
Subject: N.B. premier says long-term fixes needed after second straight year of floods
To: "justin.trudeau@parl.gc.ca" <justin.trudeau@parl.gc.ca>, "blaine.higgs@gnb.ca" <blaine.higgs@gnb.ca>
Cc: "Wayne.Long@parl.gc.ca" <Wayne.Long@parl.gc.ca>, "Matt.DeCoursey@parl.gc.ca" <Matt.DeCoursey@parl.gc.ca>, "Nancy Grant" <NancyGrant@rothesay.ca>, "gclark@quispamsis.ca" <gclark@quispamsis.ca>, "mayor@towngbw.ca" <mayor@towngbw.ca>, "don.darling@saintjohn.ca" <don.darling@saintjohn.ca>, "councillorsandmayor@fredericton.ca" <councillorsandmayor@fredericton.ca>, "hugh.flemming@gnb.ca" <hugh.flemming@gnb.ca>, "gary.crossman@gnb.ca" <gary.crossman@gnb.ca>, "gerry.lowe@gnb.ca" <gerry.lowe@gnb.ca>

Right Honourable Prime Minister Justin Trudeau:

I write to you and NB Premier Blaine Higgs to come together, and work towards a common cause; I have also cc'd Mayor's, MP's and MLA's whose constituents have been impacted by the floods of 2018 & 2019 along the Saint John River system.

I think we can all agree that the back to back floods (2018 and 2019) along the Saint John River system, have been mostly due to climate change. Too many homes have either been destroyed, severely damaged, or have been put at high risk thereof.

Mr. Trudeau, you have made a very controversial move, as a deterrent in the form of implementation of Carbon Tax. Most of the people I have spoken to do not agree with this tax, and are angered by the tax that has been applied to fuel prices. Most only see it as a tax grab with no apparent system in place to battle climate change. So I offer you a solution to justify your carbon tax, to help the good citizens of Canada who have invested their life's savings to build their family lifestyles around the river systems, who now face a new reality in climate change.

Many of the home owners can prevent future damage with modifications to the land and homes. Unfortunately, such modifications comes with huge costs over and above maintaining a family budget. Raising a house or moving it to higher elevation, along with landscape changes would literally cost 10's of thousands of dollars, and upwards in the range of \$50-\$100,000.

It is hard enough for a working family to come up with that kind of money, let alone senior citizens on fixed retirement incomes. To sell their homes would incur highly discounted prices, further draining retirement funds or be left forever in debt to pay off existing mortgages. I should also point out that devalued houses will also result lower property taxes.

Prime Minister Justin Trudeau, your carbon tax can be put to good use here and now.

What I propose is an incentive for those home owners who take appropriate preventative measures to enhance their homes and water frontage, to prevent future damage, is to give those home owners genuine tax breaks.

By tax breaks, I am not talking about mere refunded HST; I am talking about real dollar for dollar taxable income deductions, to be claimed up to five years.

Such an incentive would also create a much needed boost in the construction industry.

If you truly want to show Canada and the rest of the world that you are serious about climate change, then you will also take my proposal just as seriously.

Respectfully,

Christopher J. Ross, MMP

Get [Outlook for Android](#)

Liz Pomeroy

To: Liz Pomeroy
Subject: FW: 2019 DAW Proclamation / Proclamation 2019 SSSPH
Attachments: Municipalities Proclamation DAW 2019 ENG.docx; Municipalities Proclamation DAW 2019 FR.docx; signed declaration.pdf

From: Premier's Council on Disabilities (PCD/CPMPH) <pcd-cpmph@gnb.ca>

Sent: May 2, 2019 10:27 AM

Subject: 2019 DAW Proclamation / Proclamation 2019 SSSPH

Good Morning,

Disability Awareness Week 2019 (DAW) is quickly approaching. Disability Awareness Week (DAW) continues the tradition of National Access Awareness Week first established in 1988 to promote better community access for people with disabilities. This campaign happened in response to a request from Rick Hansen following his Man in Motion World Tour. For ten years, a national committee coordinated planning for the Week in communities all over Canada. In 1998, a decision was made in New Brunswick to continue celebrating an annual awareness week but with a new name to ensure that all issues related to persons with a disability could be promoted. 2019 marks the 32nd consecutive annual Disability Awareness Week in New Brunswick.

Attached are the 2019 DAW Proclamations for your municipality, and a Declaration signed by the Premier. Additionally municipalities declaring DAW are encouraged to organize or participate in a DAW related event.

In the event that your municipality does not read proclamations during council meetings there are other ways your municipality can participate in Disability Awareness Week.

Bonjour,

La Semaine de sensibilisation à la situation des personnes handicapées continue la tradition de la Semaine nationale pour l'intégration des personnes handicapées qui a eu lieu pour la première fois en 1988 afin de promouvoir un meilleur accès communautaire pour les personnes handicapées. Cette campagne de sensibilisation avait été organisée en réponse à une demande faite par Rick Hansen à la suite de sa Tournée mondiale. Pendant dix ans, un comité national a coordonné la planification de la Semaine nationale pour l'intégration des personnes handicapées dans les collectivités de l'ensemble du Canada. En 1998, on a décidé au Nouveau-Brunswick de continuer d'organiser chaque année une semaine de sensibilisation, mais sous un nouveau nom afin de s'assurer qu'on fasse la promotion de toutes les questions qui touchent les personnes handicapées. L'année 2019 marque le 32e anniversaire de la Semaine de sensibilisation à la situation des personnes handicapées au Nouveau-Brunswick

Ci-joint sont les déclarations de SSSPH 2019 pour votre municipalité, et une déclaration signé par le premier ministre. En outre les municipalités déclarant la SSSPH sont encouragées à organiser ou participer à un événement associé avec la SSSPH.

Dans le cas où votre municipalité ne lirait pas de proclamations pendant les réunions d Conseil, il d'autres façons dont votre municipalité peut participer à la semaine de sensibilisation aux personnes handicapées.



Premier's Council on Disabilities

Conseil du premier ministre pour
les personnes handicapées

PROCLAMATION

DISABILITY AWARENESS WEEK— MAY 26TH TO JUNE 1ST, 2019

“BETTER TOGETHER!”

Whereas, the municipality of _____

is committed to assisting citizens with disabilities to participate fully in our community, and

Whereas, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

Whereas, we support the theme: "**Better Together!**";

Now Therefore Be It Known That I, _____

Mayor of _____, do hereby request the citizens of _____ to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 26th to June 1st, 2019.

Signed and Sealed by: _____

Mayor of: _____

Please return this proclamation to:

Premier's Council on Disabilities
250 King Street, Suite 140
PO Box 6000
Fredericton, N.B. E3B 9M9
Fax: (506) 444-3001
E-mail: pcd-cpmph@gnb.ca

The Proclamation for Disability Awareness Week was read by

_____ during the council meeting of
(Name of person)

_____ on this date _____, 2019.
(Name of municipality)

DECLARATION

New Brunswick Disability Awareness Week

Whereas, the government of New Brunswick wishes to see all citizens able to enjoy full participation in their communities; and

Whereas, many citizens living with disabilities face particular barriers to employment, as well as to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have access to appropriate disability-related supports to reach their full potential in New Brunswick; and

Whereas, we support the theme

"Better Together!";

Now, Therefore, Be It Known That, I, Blaine Higgs, Premier of New Brunswick, do hereby declare May 26th – June 1st, 2019 as being

New Brunswick Disability Awareness Week

I ask all New Brunswickers to join me in recognizing persons with disabilities and help them to help themselves to a better future in our province.



Blaine Higgs

Premier / Premier ministre

DÉCLARATION

Semaine de sensibilisation à la situation des personnes handicapées du Nouveau-Brunswick

Attendu que le gouvernement du Nouveau-Brunswick souhaite voir les citoyens jouir d'une pleine participation dans leurs communautés;

Attendu que de nombreux citoyens vivant avec des handicaps font face à des obstacles particuliers à l'emploi et à l'accès à l'information, au transport, au logement, à l'éducation, aux loisirs, et autres soutiens reliés aux handicaps;

Attendu que nous croyons que plus de citoyens handicapés devraient accéder aux soutiens reliés aux personnes handicapées nécessaires pour atteindre leur plein potentiel au Nouveau-Brunswick;

Attendu que nous appuyons le thème

« Meilleur Ensemble! »;

À ces causes, sachez que, je, Blaine Higgs, premier ministre du Nouveau-Brunswick, déclare la semaine du 26 mai au 1 juin 2019 comme étant la

Semaine de sensibilisation à la situation des personnes handicapées du Nouveau-Brunswick

Je demande à toute la population du Nouveau-Brunswick de se joindre à moi afin de reconnaître les personnes ayant des handicaps et les aider à s'aider eux-mêmes afin d'avoir un meilleur avenir dans notre province.



File No. 32-93

April 25, 2019



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

Dear Mayor Grant:

I am pleased to advise you that under our 2019 program for improvements to provincially designated highways in municipalities, my department is prepared to partner with your town on the following project estimated at \$371,000 plus non recoverable HST.

Route 100 (Hampton Road), Almon Lane to Rothesay Road, replace storm sewer, curb & gutter and asphalt paving, a distance of approximately 0.5 km.

The municipal contribution for eligible items on this project is \$93,000 (25%).

This project will be tendered and supervised by the Town of Rothesay.

The Town of Rothesay will invoice the Department of Transportation and Infrastructure for its share of the costs at the end of the construction season.

The town's tender package for 2019 construction should be submitted to Mr. James Hoyt, P.Eng., Director of Design, for approval.

Where projects are approved by the Department for tender by the municipality, the tender advertisements must identify provincial participation. The funds are being provided with the understanding and agreement that the municipality must follow the spirit of the Crown Construction Contracts Act and Regulations, and that audits will be carried out by the Province from time to time.

This project can be tendered as soon as can be scheduled however no public announcements pertaining to this project can be made without the written consent of the Minister of Transportation and Infrastructure.

Minister/Ministre

Transportation and Infrastructure/Transports et Infrastructure

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

www.gnb.ca



Her Worship Dr. Nancy Grant
April 25, 2019
Page 2

If required, Department of Transportation and Infrastructure Engineers from our Saint John office are available to discuss the particulars regarding this work with your municipality.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Oliver". The signature is fluid and cursive, with the first name "Bill" being more prominent than the last name "Oliver".

Bill Oliver
Minister of Transportation and Infrastructure

c.c. David Thompson, Acting District Engineer – Saint John
Clerk



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Council in Committee
FROM	:	John Jarvie
DATE	:	10 May 2019
RE	:	Water By-law 1-18 Financial Analysis

Recommendation:

It is recommended the attached memorandum from the Treasurer be received for information.

Background:

Council has received some calculations from individual property owners of Residential Apartment Complexes setting out the financial implications of the new water bylaw. Attached is a memorandum from the Treasurer with some views on these calculations.



ROTHESAY MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : May 10, 2019
RE : Water By-Law Changes

The purpose of this memo is to document the expected consequences relating to changes to the water by-law as it relates to apartment buildings. There seems to be some misunderstanding or confusion regarding the requirements.

The by-law addresses those apartment buildings for which water services are currently available however the property owner has elected not to connect to the system. There appears to be some confusion on this point as I have received phone calls from property owners who are not currently affected. For example, none of the buildings in the area of Scott Avenue nor 15 or 16 Scribner Crescent have access to the water system and are therefore not currently impacted by the change. This could change in the future should the system be expanded.

The second area of misunderstanding appears to be related to the timing mandated to connect to the system. The approved version of the by-law was amended to allow time for property owners to arrange for financing, if necessary, to complete the connection process. Connection to the system is only required as of March 31, 2022, three years from the notice that connection is required. Also, property owners have been given ten years to pay the connection fee in quarterly instalments with no interest charged. Both these provisions are significantly better terms than provided to new property developers.

There have been a number of comments relating to the effect on rental rates should the change be implemented. Correspondence to Council has indicated significant consumption costs to be incurred by properties once connected to the water system in the range of \$50 per month per apartment. I have reviewed the water usage history for thirteen comparable properties (ie apartment buildings that are currently on the water system). The average water usage of these properties is 90 to 100 cubic meters per apartment per year. The charge for usage and fixed fees is consistently in the range of \$16.00 to \$17.00 per unit per month.

In addition to the usage costs the property owner would be responsible for connection fees and construction costs to access the water system. Connection fees are \$1,125.00 per apartment unit. Therefore, the aggregate cost for a 16 unit building is \$18,000 which we have agreed to amortize over 10 years. The total cost of the connection fee for a 16 unit building equates to \$9.38 per apartment per month.

ROTHESAY

TO:

FROM:

2019May13OpenSessionSection7Addendum003

RE:

-2-

(DATE)

Therefore, the total cost to a property owner, not including construction costs that will vary depending upon the location, is approximately \$25.00 per month per unit.

Construction costs are more difficult to determine as each property will have a unique set of circumstance. However, assuming the estimates in the latest submission to Council are correct for the Kingsview Court property, I estimate the aggregate cost (including construction) of the change would be \$45 per month per apartment rather than the \$82 per month per apartment quoted.

This particular property has some unique characteristics that likely cause their construction costs to be higher than normal.

Additional comments have been noted regarding the impact upon the business model of these additional costs. Assuming average rental income of \$650.00 a 16 unit building would generate \$112,320.00 of gross revenue based upon a 90% occupancy rate.

The aggregate annual additional costs to this same property (not including construction costs) would be approximately \$4,800.00 or 4.3% of gross income.

Finally, correspondence submitted indicated the properties are normally rented to residents with lower incomes and represents "affordable" housing. It has not explicitly indicated the units are "subsidized housing" as defined by the Province. However, should this be the case it would appear, subject to agreement with the province as to what represents the market rent in the area, any increase could be paid by the province and not the tenant. The program is described below.

Description

Tenants qualifying for assistance through this program will have their rents reduced to 30% of the adjusted household income (for rent, heat, hot water, fridge & stove). Landlords will receive the difference between the rent paid by the tenant and the agreed upon market rent. To make this assistance available, this department and the owner sign an agreement, designating a number of housing units to be subsidized (agreements can be renewed). All units selected will comply with property standards acceptable to this department. Annually, during the tenure of the agreement market rents may be adjusted upward to reflect any increase in market rents for similar accommodations in the area. The department selects households in need to be occupants of the units. Other than for the payment of the supplement by this department the full normal relationship between landlord and tenant will exist between the owner and the eligible tenant(s).



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Council in Committee
FROM	:	John Jarvie
DATE	:	10 May 2019
RE	:	Sand Bags – Refund of Payments

Recommendation:

It is recommended that Council authorize refunds for those requesting the refunds and producing receipts.

Background:

In preparation for the 2019 freshet Council agreed to acquire sandbags and make them available to at cost. This was in response to neighbouring communities establishing policies where sandbags would only be available to their residents and only available later in the flooding cycle. However as the situation evolved we are told some bags became available to Rothesay residents at no cost. Several purchasers have requested refunds for unused bags or money back because others were not charged.

Agenda

Kennebecasis Public Library Board

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

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. From the Town of Quispamsis: Extension of Amy Watling's Appointment
 - b. From the Town of Quispamsis: Extension of Kevin Winchester's Appointment
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Local Strategic Plan
 - b. Smart Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on February 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

Regrets: N/A

Absences: N/A

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

Approval of Agenda

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

Disposition of Minutes

Ms. Greer mentioned in the draft of the January minutes her name was listed twice, both under "In Attendance" and under "Regrets". Ms. Corscadden said she would remove Ms. Greer's name from under "In Attendance", as she had given her regrets for that meeting. It was moved by Mr. Shea to approve the minutes of the January regular meeting, Ms. Greer seconded, and the motion carried.

Communications

Ms. Corscadden presented two letters to the board from the Town of Quispamsis. One was regarding Mrs. Watling, and the other was regarding Mr. Winchester. The letters outlined the extension of Mrs. Watling's and Mr. Winchester's terms on the board for another year. Discussion ensued.

Report of the Librarian

Ms. Corscadden presented her report to the board for the previous month. She spoke of a significant increase in the amount of books being donated to the library. The library's student assistants, Kaitlyn McIntosh and Emily England have been working very hard to stay on top of the significant volume.

Ms. Corscadden outlined the various programs happening at the library during January and February. Of particular note is the special "Man in the Moon" program that was offered every Tuesday during the month of January. A staff member from the Saint John

Free Public Library Central Branch in Market Square, came to help with this program. This program is for infants under the age of 18 months, and their male caregivers. This was the first time a program targeted towards infants and male caregivers was offered at the Kennebecasis Public Library, and it was a great success. Ms. Corscadden is very hopeful that this program will be offered again in the Fall. Discussion ensued.

Ms. Corscadden also outlined how the special display in the front lobby of the library, by the Kennebecasis Valley Wood Carver's Guild has been very popular.

Ms. Corscadden finished her report by presenting the Board with the 2018 annual report. The library had some significant increases in numbers last year. Ms. Corscadden highlighted that the library had 98,906 visitors last year – averaging 330 visitors per day. Ms. Corscadden is hopeful that number will increase again in 2019. 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 Dec 2018 Financial Statement, pre audit numbers. Discussion ensued. Ms. Corscadden related to the board how the auditors came to the library the first week of February, and will be attending the March regular meeting to present the final 2018 financial statement. Discussion ensued.

Facilities Management

Ms. Corscadden gave the board a general report on the facility. Ms. Corscadden had asked Mr. Shedd to install more shelves in the book sale section of the library; due to the increase in the amount of donations the library had been receiving, more room was required. Discussion ensued.

Ms. Corscadden outlined how this year the snow plowing and snow removal contracts will be ending, and they will either have to be renewed or go to tender. Discussion ensued.

Ms. Corscadden outlined how with Ms. McGillivray no longer on the board, Mr. Shedd would need a new liaison on the board. Discussion ensued. New board member Mr. Allison Maxwell will become the new liaison for the facility manager. Discussion ensued.

Marketing Advisory Committee

Ms. Greer spoke about the various social media posts over the past month. Discussion ensued. Ms. Corscadden spoke about the success of creating Facebook events for library programs, rather than a single Facebook post. Programs have been very well attended this past month. Discussion ensued.

Ms. Corscadden spoke about potentially creating a monthly e-mail newsletter for the library using software called "Cyberimpact". Discussion ensued. Ms. Corscadden spoke about how to use this software, a credit card would be required for the monthly subscription fee. Discussion ensued. Ms. Corscadden will research what would be involved in getting a credit card for the library.

Mrs. Watling moved to accept all committee reports. Ms. Greer seconded, and the motion passed.

New and Unfinished Business

Strategic Plan

Kevin Winchester discussed the process of updating the library's strategic plan. Discussion ensued. Ms. Corscadden spoke briefly about the New Brunswick Public Libraries' provincial strategic plan. Discussion ensued. Mr. Winchester spoke about assigning various board members to look after various sections of the strategic plan for development. Discussion ensued. Ms. Corscadden will do a general edit of local strategic plan document, and will provide the updates at the next meeting. Discussion ensued.

Smart Board

Mr. Shea inquired about the Smart Board that is currently not being used at the library (was replaced with a television in December 2018). Ms. Corscadden said that there isn't really another spot to put the Smart Board in the library, and that perhaps she could find a new home for it. Discussion ensued. Ms. Corscadden recommended reach out to the Towns of Quispamsis and Rothesay to see if either town could make use of it. Discussion ensued. Ms. Corscadden will e-mail both towns to inquire.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:55 pm.

Next Meeting: The next meeting is scheduled for March 20th, 2018 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report February 2019

Staffing and Volunteers

There have been no changes to staff or volunteers at the library this month. Our two part time student assistants (Kaitlyn MacIntosh and Emily England) have been a massive help processing our book donations, as we have seen a large increase in the past few weeks.

Programs

Programs offered in January 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, Saturday January 26th was training day for the Winter session of teen volunteers at the library. The program will continue every Saturday at 10:30am. (Volunteens also come throughout the week).
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, January 17th at 10:45am
- Monthly Crafternoon program for children and families was offered Tuesday, January 29th at 3:30pm
- Pens of Oasis Writing program offered on Thursday, January 24th at 6:30pm

- Monthly Puppet Show programs offered on Friday, Jan. 25th at 10:30am and 3:30pm
- Movie Matinee (Big Hero Six, 2014) shown on Monday, Jan. 28th at 2:30pm

Special programs offered in January included:

- Man in the Moon program offered Tuesday evenings at 6:30pm for the month of January. This is an early literacy program for Dads, Uncles, Step Dads, Grand Dads, and all male caregivers with Children ages 0-18 months.
- Special program outlining "Library Resources for Small Businesses" offered on Thursday, Jan 31st at 6:30pm.


Collections and Spaces

The Kennebecasis Valley Woodcarver's Guild has a special display in the lobby of the library, for the months of January and February.

Performance Indicators

Our 2018 annual report has been released! In 2018 our library saw a 5% increase in library membership, with 140,451 items circulated. We had 98,906 visitors at our library, which averages 330 visitors per day. 1,848 programs were offered at our library in 2018, with a 10% increase in participation! We had 12,493 participants at library programs last year. We are very pleased with our 2018 numbers, and look forward to 2019! Please see the attached annual report.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2019May13OpenSessionFINAL_064						
Comparative Income Statement (DRAFT)	OPERATING FUND						
Period ending December 31, 2018	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		84,965	84,965	0	84,965	0	
Library service - Quispamsis		132,960	132,960	0	132,960	0	
Room Rentals, Printer and copies		5,035	4,500	535	4,500	535	
Grants		17,985	7,061	10,924	7,061	10,924	
Donations	616	0	0			0	
Donation from Friends of KPL	3,248	0	0				
Interest Income (Savings)		8	0	8	0	8	
Miscellaneous Income		827	0	827	0	827	
Previous Year's Surplus		204	204	0	204	0	
TOTAL REVENUE	3,864	241,984	229,690	12,294	229,690	12,294	
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fund	317					0	
Books, restricted fund	3,546					0	
Small Equipment and Furniture		18,749	8,265	(10,484)	8,265	(10,484)	
Total Capital Expenditures	3,864	18,749	8,265	(10,484)	8,265	(10,484)	
Wages							
Total Wages & Casual Labour		30,449	29,799	(650)	29,799	(650)	
General & Administration Expenses							
Building Maintenance		71,869	71,546	(323)	71,546	(323)	
Grounds Maintenance		17,042	20,000	2,958	20,000	2,958	
Office		9,164	8,600	(564)	8,600	(564)	
Utilities		48,937	53,634	4,697	53,634	4,697	
Accounting, audit and legal		12,109	10,660	(1,449)	10,660	(1,449)	
Professional Development		55	2,000	1,945	2,000	1,945	
Insurance		7,425	7,392	(33)	7,392	(33)	
Public Relations		1,936	3,000	1,064	3,000	1,064	
Communications		8,083	9,294	1,211	9,294	1,211	
Miscellaneous Expense		1,181	2,000	819	2,000	819	
Program Exp		4,782	3,500	(1,282)	3,500	(1,282)	
Total General & Admin Expenses		182,583	191,626	9,043	191,626	9,043	
TOTAL EXPENSE	3,864	231,780	229,690	(2,090)	229,690	(2,090)	
NET INCOME (Deficit)	\$ -	\$ 10,204	0	10,204	0	10,204	

Thank you

2019 May 13 Open Session FINAL_065

Kennebecasis Public Library

2018

STAFF

Laura Corscadden * Madaline Boutilier *
Jocelyne Cormier * Marilyn Howe *
Andrea Kaleem * Victoria Laskey *

BOARD MEMBERS

Linda Hansen * Jane MacGillivray *
Chuck McKibbon * Pierre Rioux * Elizabeth Greer
Don Shea * Amy Watling * Kevin Winchester

98,906 visitors +
in 2018 
= **330** visitors per day

13,215 members
+ 5% increase


almost 
140,451
* items
circulated


*not including
eResources

= almost 470
items per day!

1,848 total programs offered
+ 2% increase
adult — 320
teen — 129
child — 1,399


12,493 participants
+ 10% increase

11,871 
WiFi connections
+ 21% increase

almost 
4,861
computer uses

14,115
reference
questions
answered

???

Donations / Grants
\$123,993.21 

35 volunteers worked
2,438 hours! 

“ The staff are always courteous and helpful. The kids' programming is top notch. -Angie ”



New Brunswick
Public Library
Service



ROTHESAY



Robert McLaughlin
Chairperson

2019 May 13 Open Session FINAL 066
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

ADDRESS ALL CORRESPONDENCE TO:

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

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

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMISIS, NEW BRUNSWICK
ON WEDNESDAY, FEBRUARY 27, 2019
AT 4:00 P.M.

REGULAR MEETING

PRESENT: Bob McLaughlin, Chair (Quispamsis)
Peter Bourque (Rothesay)
Tiffany Mackay French (Rothesay)
Richard Arbeau (Quispamsis)
Libby O'Hara (Quispamsis)
Emil Olsen (Quispamsis)
Linda Sherbo (Provincial Representative)
Chief Wayne Gallant
Deputy Chief Jeff Giggey
Inspector Anika Becker
Inspector Mary Henderson
Maureen Adamson (Secretary)

ABSENT: Richard MacPhee, Vice Chair (Rothesay)
Matt Alexander (Rothesay)
Cherie Madill, Secretary Treasurer of the Board

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the February 27, 2019 meeting.

It was moved by Tiffany Mackay French and seconded by Richard Arbeau that the Agenda for the Regular Meeting of February 27, 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 January 23, 2019.

It was moved by Richard Arbeau and seconded by Libby O'Hara that the Minutes of the Regular Meeting of January 23, 2018 be approved as circulated.

MOTION CARRIED

DECLARATION OF CONFLICT OF INTEREST

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

SECRETARY-TREASURER'S REPORT

The Secretary Treasurer is not in attendance today. Chief Gallant did note that there was a surplus of \$12,000 at year end 2018; also, that the first Financial Report for 2019 will be available at the next meeting.

After review and discussion,

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Financial Report presented at today's meeting be tabled until the next meeting on March 27, 2019.

MOTION CARRIED

CHIEF'S REPORT

The Chief's Report stands as submitted.

Chief Gallant indicated he was pleased with how the team had handled the recent incident in Rothesay while he was out of the country. He said that the team had done a very good job.

Linda Sherbo asked whether people were breaking the law when they drive over the frozen river all the time. Deputy Chief Giggey said they are not breaking the law; however, anything on the river is covered by the RCMP (i.e. theft from an ice shack). If there was an incident that was life threatening, KVPF would assist; otherwise the RCMP would be responsible.

After review and discussion,

It was moved by Libby O'Hara and seconded by Tiffany Mackay French that we receive and file the Chief's Report as submitted.

MOTION CARRIED

COMMITTEE REPORTS

Some discussion was held with regard to the Policy Committee's recent meeting and the proposed re-vamping of the Committees. New committee names/members are proposed below and were presented to today's Board meeting:

- Personnel:
Bob McLaughlin, Rick MacPhee, Matt Alexander,
Tiffany Mackay French, Chief Wayne Gallant
- Building, Grounds and Transportation:
Richard Arbeau, Peter Bourque, Emil Olsen, Linda Sherbo, Bob
McLaughlin, Chief Wayne Gallant
- Insurance and Risk Management:
Peter Bourque, Rick MacPhee, Libby O'Hara, Bob McLaughlin, Chief
Wayne Gallant
- Finance:
Bob McLaughlin, Rick MacPhee, Matt Alexander, Cherie Madill,
Chief Wayne Gallant
- Policy/Governance:
Bob McLaughlin, Rick MacPhee, Matt Alexander, Tiffany Mackay
French, Libby O'Hara, Linda Sherbo, Chief Wayne Gallant
- Regional Service Commission:
Emil Olsen, Chief Wayne Gallant, Bob McLaughlin

Linda Sherbo asked whether there would be a report from the Regional Service Commission. Emil said he does not attend these meetings every month.

After discussion concerning the new committee list and members of each committee,

It was moved by Tiffany Mackay French and seconded by Libby O'Hara that we accept the new Committees and their members as outlined at today's Board meeting.

MOTION CARRIED

Personnel

Code of Conduct forms are to be signed every year by members of the Board. These forms are being circulated for signature and it was noted that henceforth they will be signed every November and kept on file.

Building, Grounds and Transportation Committee

It was noted there must be a meeting regarding various grounds issues.

With regard to the MADD Vehicle, we are waiting for Kia come back with an offer. Honda have offered \$100/month on a vehicle from them (currently free). We are still working on this item.

Policy Committee

The Policy Committee is still working on a number of items.

With regard to Board training, Chief Gallant was asked whether some of his police officers might have time to come in and speak to the Board and give them an idea of what they do on the job. Tiffany thought that a 15-minute presentation to the Board before our meetings would be informative. A ride-along was also suggested and interest was expressed by some Board members. Chief Gallant told those who were interested that they would be required to sign a waiver and they should let him know when they wish to ride-along.

Chief Gallant provided a business card from Jennifer Malloy, Executive Director of CAPG, who might be able to provide some guidance with regard to Board training. Perhaps some webinars might be worth looking into. Susan Power, our H.R. person, might also be able to help us. Linda Sherbo thought that it would be forward-thinking to offer some Board training to prepare people who might be first-time members of the Board.

After review and discussion,

It was moved by Emil Olsen and seconded by Libby O'Hara that we receive and file the reports presented to the meeting.

MOTION CARRIED

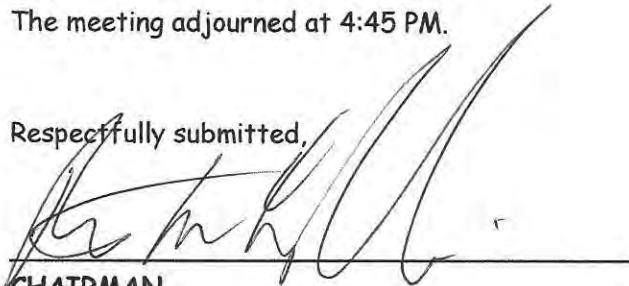
ADJOURNMENT

There being no further business to discuss,

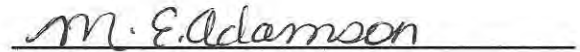
It was moved by Emil Olsen and seconded by Peter Bourque that the meeting adjourn.

The meeting adjourned at 4:45 PM.

Respectfully submitted,



CHAIRMAN



SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at March 31, 2019

	<u>2019</u>	<u>2018</u>
-----Financial assets-----		
Cash - General	250,923	369,289
Sick Pay/ Retirement Investments	818,013	837,054
Accounts Receivable	10,609	45,587
Sales tax recoverable	25,844	18,537
	<u>1,105,388</u>	<u>1,270,467</u>
----Liabilities-----		
Accounts payable and accrued	233,927	250,860
Vested sick leave/retirement accrual	762,410	762,929
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,415,235</u>	<u>2,661,788</u>
NET ASSETS (DEBT)	<u>(1,309,847)</u>	<u>(1,391,321)</u>
----Non-Financial Assets-----		
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	7,478	8,650
Prepaid expenses	54,669	47,502
	<u>2,214,551</u>	<u>2,301,832</u>
ACCUMULATED SURPLUS	<u>904,704</u>	<u>910,511</u>
Assets	3,319,939	3,572,299
Liabilities	3,319,939	3,572,299

2019 May 19 Open Session FINAL 079
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
March 31, 2019

	<u>2019</u>			<u>2018</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance			Balance	
	beginning of year	Additions	Disposals	end of year	
<i>Millennium Drive</i>					
Land	194,248			194,248	194,248
Building - Roof	42,677			42,677	42,677
Mechanical	250,628			250,628	250,628
Electrical	330,543			330,543	330,543
Other	520,640			520,640	520,640
Structure	1,106,997			1,106,997	1,106,997
	2,251,484	0		2,251,484	2,251,484
Accumulated amortization	(888,161)			(888,161)	(822,139)
Net book value of Building	1,363,324	0	0	1,363,324	1,429,345
Paving	52,600			52,600	52,600
Accumulated amortization	(35,505)			(35,505)	(32,875)
Net book value of paving	17,095	0	0	17,095	19,725
Landscaping	3,268			3,268	3,268
Accumulated amortization	(3,268)			(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
<i>Furnishings</i>	198,387			198,387	198,387
Accumulated amortization	(122,330)			(122,330)	(112,410)
Net book value of furnishings	76,057	0	0	76,057	85,977
<i>Machinery & equipment</i>	88,300			88,300	88,300
Accumulated amortization	(58,634)			(58,634)	(54,207)
Net book value of equipment	29,666	0	0	29,666	34,093
<i>Information technology equipment</i>	427,158			427,158	387,790
Accumulated amortization	(280,101)			(280,101)	(222,096)
Net book value of IT equipment	147,057	0	0	147,057	165,694
<i>Vehicles</i>	743,960			743,960	666,804
Accumulated amortization	(419,003)			(419,003)	(350,207)
Net book value of vehicles	324,957	0	0	324,957	316,597
Total Tangible Capital assets	3,959,406	0	0	3,959,406	3,842,882
Total Accumulated amortization	(1,807,002)	0	0	(1,807,002)	(1,597,202)
Net Book Value	2,152,404	0	0	2,152,404	2,245,679

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
THREE MONTHS ENDING MARCH 31, 2019**

	-----THREE MONTHS -----				
	--ACTUAL--		PRIOR YR -----BUDGET-----		
REVENUE:					
Fees	12,845	-22%	\$9,725	\$16,500	\$66,000
Taxi & Traffic Bylaw	2,750	120%	3,478	1,250	5,000
Interest income	1,452	16%	2,637	1,250	5,000
Retirement investment income	6,554	38%	7,492	4,750	19,000
Secondments	52,891	-3%	41,570	54,250	217,000
	<u>76,492</u>	<u>-2%</u>	<u>64,902</u>	<u>78,000</u>	<u>312,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	828,572	-7%	\$791,239	890,896	\$3,563,584
Benefits	169,756	-9%	159,823	185,859	743,436
Training	12,143	-3%	18,198	12,500	50,000
Equipment	4,074	-19%	1,877	5,000	20,000
Equip repairs & IT support	322	-68%	1,426	1,000	4,000
Communications	23,129	13%	14,662	20,550	82,200
Office function	3,163	-21%	3,446	4,000	16,000
Leasing	3,186	-21%	4,177	4,050	16,200
Policing-general	11,789	45%	16,872	8,125	32,500
Insurance	3,876	4%	3,638	3,744	14,977
Uniforms	16,684	85%	18,476	9,000	36,000
Prevention/p.r.	1,070	-39%	1,804	1,750	7,000
Investigations	4,593	-43%	9,349	8,000	32,000
Detention	7,170	0%	6,518	7,175	28,700
Taxi & Traffic Bylaw	0	-100%	0	300	1,200
Auxillary	480	-23%	100	625	2,500
Public Safety	9,236	0%	8,690	9,236	36,942
	<u>1,099,244</u>	<u>-6%</u>	<u>1,060,295</u>	<u>1,171,810</u>	<u>4,687,239</u>
VEHICLES					
Fuel	18,783	-30%	24,324	27,000	108,000
Maint./repairs	13,509	-36%	11,961	21,250	85,000
Insurance	6,746	11%	5,917	6,094	24,376
New vehicles	37,627	93%	0	19,500	78,000
Equipment	0	-100%	4,011	1,500	6,000
	<u>76,666</u>	<u>2%</u>	<u>46,213</u>	<u>75,344</u>	<u>301,376</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 STATEMENT OF OPERATIONS

THREE MONTHS ENDING MARCH 31, 2019

|-----THREE MONTHS-----|
 |--ACTUAL-- PRIOR YR -----BUDGET-----

EXPENDITURE continued:

BUILDING

Maintenance	22,313	70%	12,137	13,125	52,500
Cleaning	6,646	9%	6,084	6,125	24,500
Electricity	16,278	39%	13,817	11,750	47,000
Taxes	12,265	4%	11,558	11,789	47,157
Insurance	1,529	1%	1,465	1,512	6,047
Grounds	3,989	45%	11,322	2,750	11,000
Interest on Debenture	6,489	1%	7,038	6,457	25,826
Debenture Principal	33,500	0%	32,750	33,500	134,000
	<u>103,009</u>	18%	<u>96,171</u>	<u>87,008</u>	<u>348,030</u>

ADMINISTRATION

Salaries	183,585	11%	181,900	165,273	661,091
Benefits	44,378	9%	39,772	40,530	162,119
HR Contractor	20,003	-19%		24,678	98,710
Commissionaires	5,784	-48%		11,200	44,800
Professional Fees	9,806	-17%	14,781	11,750	47,000
Travel/Training	8,417	87%	4,840	4,500	18,000
Board Travel/Expenses	178	-86%	264	1,250	5,000
Insurance	345	7%	309	322	1,288
Labour Relations	34,861	1294%	22,008	2,500	10,000
Sick Pay/Retirement	16,135	0%	15,384	16,135	64,539
Retirement int & dividends	6,554	38%	7,492	4,750	19,000
2nd prior year (surplus) deficit	(29,369)		(18,658)	(29,369)	(117,477)
	<u>300,675</u>	19%	<u>268,092</u>	<u>253,518</u>	<u>1,014,070</u>
	1,503,101	0%	1,405,869	1,509,679	6,038,715
CONTRIBUTED BY MEMBERS	<u>1,509,678</u>		<u>1,428,634</u>	<u>1,509,679</u>	<u>6,038,715</u>
SURPLUS (DEFICIT)	<u>6,577</u>		<u>\$22,765</u>	<u>(\$0)</u>	<u>(\$0)</u>

TELECOM FUND

City of SJ telecomm services	93,486	0%	88,762	93,486	373,944
Data Networking charges	2,553		2,479	2,591	10,362
Retirees health insurance	(117)		96	0	
2nd prior year (surplus) deficit	(839)	0%	(760)	(839)	(3,356)
	<u>95,083</u>		<u>90,577</u>	<u>95,238</u>	<u>380,950</u>
CONTRIBUTED BY MEMBERS	<u>95,238</u>		<u>90,945</u>	<u>95,238</u>	<u>380,950</u>
SURPLUS (DEFICIT)	<u>155</u>		<u>\$368</u>	<u>\$0</u>	<u>\$0</u>

Total surplus (deficit)

6,732

\$23,133

2019 Mar 18 Open Session FINA 1075

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2019

STATEMENT OF FINANCIAL POSITION

BANK balance		250,923	at March 31/19
ACCOUNTS PAYABLE balance	233,927		
Debenture costs to be paid in June & December	(39,696)		

Current Accounts Payable		194,231	Paid in April

Extra (Shortfall) in bank account		56,692	
<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: \$33,347 2018: \$35,570
 Retirees health insurance 2019: \$940 2018: \$-593

Overtime costs at Mar 23, 2019	14,344
OT	11,227
Call out OT	0
Court OT	3,117

Overtime costs at Mar 24, 2018	7,618
OT	4,968
Call out OT	1,359
Court OT	1,291

Change over prior year	OT	6,259
	Call out OT	(1,359)
	Court OT	1,826
		<u>6,726</u>

Administration:

* Benefits Health Insurance 2019: \$12,668 2018: \$11,109
 Retirees health insurance 2019: \$1,738 2018: \$1,014

MONTHLY CRIME OCCURRENCE SUMMARY

2019 May 13 Open Session FINAL_076

2019 CALL SUMMARY

	Jan	Feb	Mar	Apr-16	YTD
TOTAL CALLS FOR SERVICE	818	732	783	430	2763
911 Hang-up CAD	24	26	24	14	88
Alarm CAD	48	41	32	12	133
Animal Complaint	4	6	7	3	20
Impaired Driving Complaint CAD	14	8	8	4	34
Parking/Driving Complaints CAD	51	36	43	22	152
Police Medical Call	13	10	9	3	35
Police Fire Call	8	8	2	4	22
Vehicle Stops	128	151	207	98	584
POPA TICKETS	78	80	124	59	341
Bylaw Tickets	1	7	4	1	13

TOTAL FILES CREATED	188	176	187	100	651
Alarm	0	1	0	0	1
Animal Call	0	0	2	1	3
Ammo/Flare Disposal & Found	1	2	1	0	4
Arson-Damage to Property	0	1	0	1	2
Assault Bodily Harm/Weapon	0	0	2	2	4
Assault Police	0	0	1	0	1
Common Assault	3	3	7	1	14
Assist General Public	17	24	21	9	71
Assist Other Agency	3	6	4	3	16
Breach Recognizance	2	2	2	1	7
Break & Enter	0	1	0	2	3
Bylaws	1	0	0	2	3
Child Pornography	1	0	0	0	1
Counterfeiting	0	0	0	1	1
Criminal Harassment	0	1	0	0	1
Dangerous Operation of Motor Vehicle	1	0	2	0	3
Disturbance	1	1	1	5	8
Domestic Call	2	5	6	1	14
Driving While Disqualified or Prohibited	2	3	6	3	14
Drug Complaint	2	0	0	0	2
ETS Incident	0	1	1	0	2
Fail to Comply	0	0	0	1	1
Fail to Stop or Remain	3	3	9	0	15
Fail to Yield Right of Way	0	0	1	0	1
Firearm Disposal	1	0	1	0	2
Fire Complaint	1	0	1	0	2

Lost/Found Property	2	1	7	1	11
Fraud	1	7	2	1	11
Impaired Operation of MV	5	4	3	0	12
Inspection Sticker, etc.	3	0	2	0	5
Internet Complaint	1	0	0	0	1
Intoxicated Person	1	2	1	1	5
Medical Call	2	1	1	1	5
Mental Health Call	9	6	6	4	25
Mischief	8	1	8	3	20
Missing Person	1	3	6	0	10
MVA	42	41	28	20	131
No Driver's License	1	0	0	0	1
Non-Criminal Domestic Dispute	3	2	1	2	8
Obstruct Police Officer	1	0	0	0	1
Other Criminal Code	1	1	0	0	2
Pass School Bus	1	0	1	1	3
Possess CDSA	2	1	2	0	5
Breach of Probation	2	0	0	1	3
Provincial Cannabis	0	0	0	1	1
Provincial Traffic	0	1	3	0	4
Public Relations	7	7	2	0	16
Refusal	0	2	0	1	3
Sexual Assault	0	2	0	0	2
Shoplifting	3	4	2	0	9
Sudden Death	2	3	1	0	6
Suspension	0	2	1	0	3
Suspicious Person	0	1	0	2	3
Suspicious Vehicle	0	0	0	1	1
Take MV without Consent	0	0	1	0	1
Theft Under \$5000	2	9	7	4	22
Theft Over \$5000	0	0	3	0	3
Traffic Other CDSA	0	0	1	0	1
Traffic Check Stop	1	1	3	5	10
Traffic/Parking Complaint	1	1	2	2	6
Trespass at Night	0	2	1	0	3
Unwanted Person	2	0	1	0	3
Uttering Threats	2	2	1	1	6
Voyeurism	0	1	0	0	1
Warrants/Execution of Warrant	2	0	3	1	6
Weapons Complaint Investigation	1	0	1	1	3

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
TOWN OF QUISPAMISIS, 12 LANDING COURT, QUISPAMISIS, NB
DECEMBER 17, 2018**

Present: Chair Kirk Miller
Treasurer Sean Luck
Vice Chair Grant Brenan
Commissioner Peter Lewis
Commissioner Robert McIntyre
Commissioner Norah Soobratee

John Jarvie, Administrator
Chief Bill Ireland
Carlene MacBean, Executive Assistant

1.0 Call to Order

Chair Miller called the meeting to order at 5:52 pm.

2.0 Chair's Remarks

Chair Miller wished everyone a Merry Christmas. He also thanked Commissioner McIntyre for his diligence and efforts on behalf of the department as he completes his tenure on the Fire Board. Chair Miller noted that he and Commissioner McIntyre are currently the longest serving members on the Fire Board and wished him all the best.

3.0 Approval of Agenda

Moved by N. Soobratee and seconded by S. Luck, to approve the agenda with the following:

- Item 6.1 Strategic Plan – Update: another handout was distributed
- Item 6.2 Local Service District Proposal to Province – Update: addition of email to Minister Jody Carr

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 November 14, 2018

Moved by G. Brennan and seconded by P. Lewis, that the minutes of November 14, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Upon discussion the Fire Board determined that Pomax was the preferred choice as they recently completed an extensive review of the fire department and are familiar with the department.

Moved by S. Luck and seconded by N. Soobratee to accept the Pomax proposal for creating our five year strategic plan.

CARRIED

6.2 Fire Marque - Update

A meeting will be held in mid-January with Chief Ireland and the two town managers (Mr. Jarvie and Ms. Deuville) for clarification on the by-laws to be created by the two towns.

6.3 Local Service District Proposal to Province - Update

Chief Ireland reported that the proposal has been sent to the new Minister, Jody Carr, via email and we are waiting for a response.

Moved by G. Brennan and P. Lewis to receive and file.

CARRIED

7.0 Correspondence

7.1 Letter from Quispamsis re: Proposed 2019 Kennebecasis Valley Fire Department Inc. Budget

Moved by G. Brenan and S. Luck to receive and file.

CARRIED

8.0 New Business

None

9.0 Financial

9.1 Updated 2019 Operating Budget

Chief Ireland reported that this budget includes the increase of \$13,700 for WorkSafe fees before the most recent lowering of them.

Moved by G. Brenan and seconded by N. Soobratee to receive and file.

CARRIED

9.2 Updated 2019 Capital Budget

The replacement of the Toyota Sienna was removed.

Moved by G. Brenan and seconded by P. Lewis to receive and file.

CARRIED

9.3 Draft Financial Statements for the Ten Months ended October 31, 2018

Moved by G. Brenan and seconded by S. Luck to receive and file the draft financial statements for the ten months ended October 31, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Chief Ireland noted the department was saddened by the sudden passing of retired member Art Lewis.

Moved by G. Brennan and seconded by P. Lewis to receive and file.

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by R. McIntyre that the meeting be adjourned at 6:20 pm.

Date of next meeting – January 9, 2019

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

Operating Budget - DRAFT

Line No.	REVENUE:	ACTUAL	OUTLOOK	Budget	BUDGET	Budget change 2018-2019		2019 Budget vs 2018 outlook		
		12/31/2017	End of Year 2018	Variances over/(under)	2018	2019	\$	%	\$	%
1	Members Contributions	\$ 4,599,982	\$ 4,666,515	\$ 0	\$ 4,666,515	\$ 5,054,783	\$ 388,268	8.32%	\$ 388,268	8.32%
2	Rebate of Property Tax	45,055	45,793	738	45,055	45,506	451	1.00%	(288)	-0.63%
3	Local Service Districts	94,903	97,174	0	97,174	0	(97,174)	-100.00%	(97,174)	-100.00%
4	Revenue Fee Structure	105	140	40	100	150	50	50.00%	10	7.14%
5	Misc. Revenue	18,180	0	0	0	8,000	8,000	0.00%	8,000	0.00%
6	Interest Income C/A	6,806	9,606	4,606	5,000	7,500	2,500	50.00%	(2,106)	-21.92%
7	Surplus 2nd previous year	54,534	123,152	0	123,152	113,298	(9,854)	-8.00%	(9,854)	-8.00%
8		\$ 4,819,565	\$ 4,942,380	\$ 5,384	\$ 4,936,996	\$ 5,229,237	\$ 292,240	5.92%	\$ 286,856	5.80%
	EXPENSES:									
	ADMINISTRATION:									
9	Admin. Wages and Benefits	\$ 577,250	\$ 603,838	\$ (1,662)	\$ 605,500	\$ 631,200	\$ 25,700	4.24%	\$ 27,362	4.53%
10	Convention/dues/training	12,172	15,000	0	15,000	16,000	1,000	6.67%	1,000	6.67%
11	Administrative Agreement - (paid to Rothesay)		4,000	4,000	0	12,000	12,000		8,000	200.00%
12	Professional Services	19,603	40,000	0	40,000	53,000	13,000	32.50%	13,000	32.50%
13	Office supplies/Copy Machine/ S/C	7,863	8,000	-0	8,000	9,425	1,425	17.81%	1,425	17.81%
14	Computer hardware/software/IT	10,042	16,700	0	16,700	32,000	15,300	91.61%	15,300	91.61%
15	Telephone/ Internet	13,099	13,500	0	13,500	13,500	0	0.00%	(0)	0.00%
16		\$ 640,029	\$ 701,039	\$ 2,339	\$ 698,701	\$ 767,126	\$ 68,424	9.79%	\$ 66,086	9.43%
	FIREFIGHTING FORCE:									
17	Salaries Basic	\$ 2,411,785	\$ 2,436,312	\$ (83,172)	\$ 2,519,484	\$ 2,653,400	\$ 133,916	5.32%	\$ 217,088	8.91%
18	Overtime	77,573	37,460	(22,540)	60,000	60,000	0	0.00%	22,540	60.17%
19	Vacation Pay on Retirement	9,461	8,601	(215)	8,816	0	(8,816)	-100.00%	(8,601)	-100.00%
20	Force Benefits	565,777	575,805	(19,895)	595,700	632,900	37,200	6.24%	57,095	9.92%
21	Career Uniforms and maintenance	24,270	23,767	(4,233)	28,000	28,000	0	0.00%	4,233	17.81%
22	Medical and Fitness Testing	17,428	21,000	0	21,000	21,000	0	0.00%	(0)	0.00%
23	Career Recognition	1,581	3,500	0	3,500	1,000	(2,500)	-71.43%	(2,500)	-71.43%
24	Holiday Relief Wages and overtime	310,806	284,500	(27,100)	311,600	328,500	16,900	5.42%	44,000	15.47%
25	Holiday Relief Benefits	92,536	98,190	(11,210)	109,400	125,700	16,300	14.90%	27,510	28.02%
26		\$ 3,511,217	\$ 3,489,135	\$ (168,365)	\$ 3,657,500	\$ 3,850,500	\$ 193,000	5.28%	\$ 361,365	10.36%
	TELECOMMUNICATIONS:									
27	Cellular Telephones	\$ 4,861	\$ 5,473	\$ (1,327)	\$ 6,800	\$ 6,000	\$ (800)	-11.76%	\$ 527	9.63%
28	Communication Equipment	2,712	2,000	(500)	2,500	500	(2,000)	-80.00%	(1,500)	-75.00%
29	Maintenance / Repairs	1,155	678	(822)	1,500	1,500	0	0.00%	822	121.27%
30		\$ 8,728	\$ 8,151	\$ (2,649)	\$ 10,800	\$ 8,000	\$ (2,800)	-25.93%	\$ (151)	-1.85%
	INSURANCE:									
31	Insurance	\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
32		\$ 34,349	\$ 32,476	\$ (2,561)	\$ 35,037	\$ 33,126	\$ (1,911)	-5.46%	\$ 650	2.00%
	PREVENTION AND TRAINING:									
33	Firefighter / Co. Officer Training	\$ 20,638	\$ 36,000	\$ (0)	\$ 36,000	\$ 36,000	\$ -	0.00%	\$ 0	0.00%
34	Fire Prevention	6,897	7,000	0	7,000	8,000	1,000	14.29%	1,000	14.29%
35	Public Education	0	3,000	0	3,000	4,500	1,500	50.00%	1,500	50.00%
36	Training Supplies	2,509	2,000	0	2,000	2,000	0	0.00%	-	0.00%
37		\$ 30,044	\$ 48,000	(0)	\$ 48,000	\$ 50,500	\$ 2,500	5.21%	\$ 2,500	5.21%
	FACILITIES:									
38	Station 1 Operating	\$ 164,563	\$ 174,063	\$ 1,253	\$ 172,810	\$ 180,700	\$ 7,890	4.57%	\$ 6,637	3.81%
39	Station 2 Operating	18,992	18,700	0	18,700	18,700	0	0.00%	0	0.00%
40	Station 2 Rent - Quispamsis	48,907	49,874	0	49,874	50,871	997	2.00%	997	2.00%
41	Station Supplies	10,365	12,000	0	12,000	12,000	0	0.00%	0	0.00%
42		\$ 242,827	\$ 254,637	\$ 1,253	\$ 253,384	\$ 262,271	\$ 8,887	3.51%	\$ 7,634	3.00%
	FLEET:									
43	Fuel Vehicle	\$ 23,407	\$ 20,871	\$ (2,129)	\$ 23,000	\$ 17,250	\$ (5,750)	-25.00%	\$ (3,621)	-17.35%
44	Registration Vehicle	402	342	(208)	550	550	0	0.00%	208	60.82%
45	Vehicle Maint. & Repairs	74,559	116,704	51,704	65,000	90,000	25,000	38.46%	(26,704)	-22.88%
46		\$ 98,368	\$ 137,918	\$ 49,368	\$ 88,550	\$ 107,800	\$ 19,250	21.74%	\$ (30,118)	-21.84%
	OPERATIONS:									
47	New Equipment	\$ 16,595	\$ 18,000	\$ 0	\$ 18,000	\$ 18,000	\$ -	0.00%	\$ (0)	0.00%
48	Maint. & Repairs Equip.	13,719	23,000	6,000	17,000	23,000	6,000	35.29%	0	0.00%
49	Maint. & Repairs Bunker Gear	8,862	7,000	-	7,000	5,000	(2,000)	-28.57%	(2,000)	-28.57%
50	Medical supplies	5,815	5,000	(0)	5,000	5,000	0	0.00%	0	0.01%
51	Fire fighting supplies	3,816	3,500	-	3,500	3,500	0	0.00%	0	0.00%
52	H&S/Cause determination	1,016	1,000	(1,000)	2,000	2,000	0	0.00%	1,000	99.96%
53		\$ 49,823	\$ 57,500	\$ 5,000	\$ 52,500	\$ 56,500	\$ 4,000	7.62%	\$ (1,000)	-1.74%
	WATER COSTS:									
54	Water Costs - Quispamsis	\$ 4,504	\$ 4,797	\$ 0	\$ 4,797	\$ 4,940	\$ 144	3.00%	\$ 143	2.99%
55	Water Costs - Rothesay	24,201	24,927	0	24,927	25,674	747	3.00%	747	3.00%
56		\$ 28,705	\$ 29,724	\$ 0	\$ 29,724	\$ 30,614	\$ 891	3.00%	\$ 890	3.00%
	OTHER:									
57	Miscellaneous	\$ 2,370	\$ 2,000	\$ (1,000)	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 1,000	50.00%
58	Retirement Allowance	59,807	59,800	0	59,800	59,800	0	0.00%	0	0.00%
59		\$ 62,177	\$ 61,800	\$ (1,000)	\$ 62,800	\$ 62,800	\$ -	0.00%	\$ 1,000	1.62%
60		\$ 4,706,267	\$ 4,820,379	\$ (116,616)	\$ 4,936,996	\$ 5,229,237	\$ 292,241	5.92%	\$ 408,857	8.48%
61	SURPLUS FOR THE PERIOD	\$ 113,298	\$ 122,001	\$ 122,000	\$ -	\$ (0)				

Kennebecasis Valley Fire Department - 2019 Capital Budget - draft

Fleet

Replace 1989 GMC Topkick Fire Engine with new - demote 2009 International (E2) to reserve	\$650,000
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Equipment

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

TOTAL CAPITAL BUDGET

\$748,900

Kennebecasis Valley Fire Department Inc.

2019May13OpenSessionFINAL_084

Statement of Expense with Budget Variance For the 10 months ending October 2018

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual	
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE (Under Budget)	2018	2017	
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$492,752	\$485,736	(\$7,016)	\$605,500	\$463,614
10	Convention/ Dues/ Training	\$14,000	\$14,245	\$245	\$15,000	\$5,821
11	Professional Services	\$13,742	\$9,548	(\$4,193)	\$40,000	\$6,614
12	Office Supplies / Copy Machine/ S/C	\$6,667	\$5,663	(\$1,004)	\$8,000	\$4,748
13	Computer Hardware/Software/IT	\$15,526	\$12,372	(\$3,154)	\$16,700	\$5,039
14	Station Telephone/ Internet	\$10,125	\$9,847	(\$278)	\$13,500	\$9,830
16		<u>\$552,811</u>	<u>\$537,411</u>	<u>(\$15,400)</u>	<u>\$698,700</u>	<u>\$495,666</u>
FIREFIGHTING FORCE:						
17	Salaries Basic	\$2,036,472	\$1,937,112	(\$99,360)	\$2,519,484	\$1,941,176
18	Overtime	\$48,462	\$29,136	(\$19,325)	\$60,000	\$63,336
	Vacation Pay on Retirement	\$8,816	\$8,601	(\$215)	\$8,816	\$9,461
19	Force Benefits	\$507,058	\$490,651	(\$16,407)	\$595,700	\$486,538
20	Clothing/Uniform Maintenance	\$23,333	\$12,958	(\$10,375)	\$28,000	\$8,533
21	Medical and Fitness Training	\$16,000	\$16,198	\$198	\$21,000	\$15,428
22	Career Recognition	\$3,000	\$1,979	(\$1,021)	\$3,500	\$331
23	Holiday Relief Wages & Overtime	\$254,080	\$237,704	(16,377)	311,600	\$247,069
24	Holiday Relief Benefits	\$88,427	\$81,593	(\$6,834)	\$109,402	\$77,035
26		<u>\$2,985,647</u>	<u>\$2,815,932</u>	<u>(\$169,717)</u>	<u>\$3,657,500</u>	<u>\$2,848,906</u>
TELECOMMUNICATIONS						
27	Cellular Telephone	\$5,667	\$3,596	(\$2,071)	\$6,800	\$4,011
28	Communication Equipment	\$1,700	\$1,904	\$204	\$2,500	\$1,752
29	Maintenance/ Repairs	\$1,250	\$178	(\$1,072)	\$1,500	\$1,072
30		<u>\$8,617</u>	<u>\$5,678</u>	<u>(\$2,939)</u>	<u>\$10,800</u>	<u>\$6,834</u>
INSURANCE:						
31	Insurance	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
32		<u>\$35,037</u>	<u>\$32,476</u>	<u>(\$2,561)</u>	<u>\$35,037</u>	<u>\$34,349</u>
PREVENTION AND TRAINING						
33	Firefighter/Co. Officer Training	\$27,250	\$15,520	(\$11,730)	\$36,000	\$9,686
34	Fire Prevention and Public Education	\$7,384	\$3,398	(\$3,986)	\$10,000	\$6,655
35	Training Supplies	\$500	\$554	\$54	\$2,000	\$0
36		<u>\$35,134</u>	<u>\$19,472</u>	<u>(\$15,662)</u>	<u>\$48,000</u>	<u>\$16,341</u>
FACILITIES						
37	Station 1 Operating	\$158,542	\$163,424	\$4,883	\$172,810	\$148,211
38	Station 2 Operating	\$15,583	\$15,691	\$107	\$18,700	\$18,177
39	Station 2 Rent	\$41,562	\$41,562	\$0	\$49,874	\$40,756
40	Station Supplies	\$10,000	\$10,550	\$550	\$12,000	\$9,638
41		<u>\$225,687</u>	<u>\$231,227</u>	<u>\$5,540</u>	<u>\$253,385</u>	<u>\$216,782</u>
FLEET						
42	Vehicle Fuel	\$18,883	\$17,829	(\$1,054)	\$23,000	\$17,158
43	Vehicle Registration	\$550	\$342	(\$208)	\$550	\$361
45	Vehicle Maint & Repairs	\$54,167	\$92,615	\$38,448	\$65,000	\$62,357
46		<u>\$73,600</u>	<u>\$110,786</u>	<u>\$37,186</u>	<u>\$88,550</u>	<u>\$79,876</u>
OPERATIONS						
47	New Equipment	\$15,000	\$6,289	(\$8,711)	\$18,000	\$16,595
48	Maint & Repairs - Equipment	\$14,763	\$19,500	\$4,737	\$17,000	\$10,991
49	Maint & Repairs - Bunker Gear	\$4,000	\$1,740	(\$2,260)	\$7,000	\$1,084
50	Medical Supplies	\$4,167	\$5,109	\$942	\$5,000	\$4,060
51	Firefighter Supplies	\$2,917	\$1,555	(\$1,362)	\$3,500	\$2,331
52	Health & Safety	\$1,667	\$497	(\$1,170)	\$2,000	\$1,030
53	H&S Cause Determination	\$0	\$163	\$163	\$0	(\$14)
54		<u>\$42,513</u>	<u>\$34,853</u>	<u>(\$7,661)</u>	<u>\$52,500</u>	<u>\$36,077</u>
WATER COSTS:						
55	Water Costs - Rothesay	\$24,928	\$24,927	(\$1)	\$24,927	\$24,201
56	Water Costs - Quispamsis	\$4,798	\$4,797	(\$1)	\$4,797	\$4,504
57		<u>\$29,726</u>	<u>\$29,724</u>	<u>(\$2)</u>	<u>\$29,724</u>	<u>\$28,705</u>
OTHER:						
58	Miscellaneous	\$2,500	\$1,371	(\$1,129)	\$3,000	\$1,985
59	Retirement Allowance	\$49,833	\$49,839	\$5	\$59,800	\$49,839
60		<u>\$52,333</u>	<u>\$51,209</u>	<u>(\$1,124)</u>	<u>\$62,800</u>	<u>\$51,824</u>
61		<u>\$4,041,105</u>	<u>\$3,868,768</u>	<u>(\$172,339)</u>	<u>\$4,936,996</u>	<u>\$3,815,362</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 10 months ending October 31, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$492,752	\$485,736	(\$7,016)	Less hours for accounting: budget salaries vs actual less by .5%
17	Firefighting Force: Salaries	\$2,036,472	\$1,937,112	(\$99,360)	2018 Budget includes increase, union contract not finalized
18	Overtime	\$48,462	\$29,136	(\$19,325)	No Long-term illnesses year to date
19	Benefits	\$507,058	\$490,651	(\$16,407)	Benefit costs relate to wages
20	Clothing/Uniform Maintenance	\$23,333	\$12,958	(\$10,375)	Uniform replacement limited pending new CBA
23	Holiday Relief Wages & Overtime	\$254,080	\$237,704	(\$16,377)	replacement costs for force members as required
24	Holiday Relief Benefits	\$88,427	\$81,593	(\$6,834)	benefit costs less than anticipated due to lack of contract settlement
33	Firefighter/Co. Officer Training	\$27,250	\$15,520	(\$11,730)	
45	Vehicle Maint & Repairs	\$54,167	\$92,615	\$38,448	Engine 1 & 2
47	New Equipment	\$15,000	\$6,289	(\$8,711)	
	Material Variances	\$3,547,001	\$3,389,314	(\$157,688)	

Invoices over \$2,000

For the month of October 2018

Recurring Monthly Invoices		Amount	Description
10/01/18	Assumption Life	\$26,418	Group Benefits
10/01/18	Town of Quispamsis	\$5,715	Rent - Station 2
10/04/18	Receiver General	\$47,081	payroll liabilities
10/04/18	BMO		net wages 10/04//2018
10/18/18	Receiver General	\$32,378	payroll liabilities
10/18/18	BMO		net wage 10/18/2018
10/31/18	CIBC Mellon	\$43,033	Monthly pension contributions
10/31/18	I.A.F.F. Local 3591	\$6,996	Union Dues
10/31/18	Worksafe	\$2,963	Worksafe assessment
10/01/18	Rothesay	\$6,232	Quarterly water
Non-Recurring Invoices		Amount	Description
10/10/18	RTD Quality Services	\$3,865	Quint: aerial platform inspection



Kennebecasis Valley Fire Department

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

December 12, 2018

Firefighter for a Day

On November 30, we were happy to welcome our "Firefighter for a Day" winner, Eric Fougere of Rothesay Elementary School. Each year we hold the "Firefighter for a Day" contest for grade 3 students where they must complete a home escape plan for their family to be entered in the contest.

Eric was picked up from school and spent the day as a firefighter visiting both stations, having a tour of apparatus and equipment, had lunch with the firefighters. And since it was his birthday the next day we also helped him celebrate early with a cake!



Passing of Retired Member

On November 27, Department members were saddened by the sudden loss of retired member Arthur Lewis. Known by his friends and family as Art, he spent 25 years as a full-time member of the department working as a career firefighter before retiring in 2006 and doing small engine repairs. Art died from a form of cancer that was presumed to have been caused by his occupation as a firefighter under the New Brunswick Firefighters Compensation Act. A claim for financial assistance for funeral expenses has been filed on behalf of his family. Based on the cause of death, FF Lewis' passing qualified as a "presumptive line of duty" death and as such the Department supported his funeral with a full Honour Guard, casket drape, bagpipe procession and uniform cap presentation to his widow Doris.

Response Types Kennebecasis Valley Fire Department (01/01/2018-30/11/2018)		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2018 YTD	2017 YTD
Fire/explosion - dollar loss [10]		1	3	3	4	5	0	2	1	4	5	1	29	38
Rubbish/grass fire - no dollar loss [12]		4	4	0	3	16	4	10	7	10	5	5	68	68
Chimney Fire [13]		0	0	1	0	0	0	0	0	0	0	0	1	8
Total Fire [10-19]		5	7	4	7	21	4	12	8	14	10	6	98	114
Rescue - Miscellaneous [30]		0	0	1	0	1	0	1	1	0	0	1	5	4
Vehicle Accident [31]		7	10	9	6	7	10	15	10	11	17	17	119	85
Total Rescue or Resuscitation call [30-39]		7	10	10	6	8	10	16	11	11	17	18	124	89
Public Hazard - gasoline or fuel spill [41]		1	0	0	0	2	0	1	0	0	1	0	5	4
Public Hazard - power line down / utility pole hazard [43]		11	4	0	0	3	3	0	2	0	4	23	50	22
Public Hazard - miscellaneous [49]		5	0	1	3	3	1	0	2	0	1	3	19	14
Total Public hazard [40-49]		17	4	1	3	8	4	1	4	0	6	26	74	40
Gas Leak - propane [51]		0	2	0	0	1	0	1	0	0	0	1	5	6
Gas Leak - response to carbon monoxide detector alarm [53]		3	0	2	1	0	0	1	0	1	1	1	10	5
Total Gas leak [50-59]		3	2	2	1	1	0	2	0	1	1	2	15	11
Public Service - first aid [62]		51	56	67	64	51	47	48	45	41	61	53	584	561
Public Service - assist police or other agency [63]		1	0	3	0	2	2	1	0	0	1	1	11	7
Public Service - mutual aid [65]		0	1	1	1	1	2	0	0	0	1	1	8	10
Public Service - animal rescue [66]		0	1	0	1	0	0	0	0	0	0	0	2	1
Public Service - flooding [67]		4	0	0	0	5	0	0	0	1	1	0	11	1
Public Service- miscellaneous [69]		3	0	0	0	3	3	2	0	2	3	0	16	10
Total Public services [60-69]		59	58	71	66	62	54	51	45	44	67	55	632	590
Alarm No Fire - accidental miscellaneous [70]		3	1	6	4	4	5	4	6	4	5	5	47	42
Alarm No Fire - smoke or steam mistaken [71]		1	1	0	1	3	2	1	1	1	0	0	11	14
Alarm No Fire - sprinkler surge or discharge [72]		1	0	1	1	0	0	0	0	1	2	1	7	1
Alarm No Fire - detector activated [73]		2	0	1	1	1	9	2	9	10	8	0	43	57
Alarm No Fire - unknown odours [75]		0	2	0	0	0	1	0	1	1	0	0	5	8
Alarm No Fire - miscellaneous [79]		1	1	0	0	3	2	4	3	0	3	4	21	31
Total Alarm no fire - No malicious intent [70-79]		8	5	8	7	11	19	11	20	17	18	10	134	153
False Alarm (Mischief) - miscellaneous [89]		0	0	0	1	0	1	0	0	1	1	0	4	2
Total False alarm - Mischief [80-89]		0	0	0	1	0	1	0	0	1	1	0	4	2
Total Response Types Kennebecasis Valley Fire		99	86	96	91	111	92	93	88	88	120	117	1081	1000



Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com

April 16, 2019

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

Your Worship and Members of Council:

On behalf of the Joint Board of Fire Commissioners, I am pleased to present the 2018 audited financial statements which present the financial position of the Kennebecasis Valley Fire Department Inc., as at December 31, 2018.

Sincerely,

Sean Luck, Treasurer

Kennebecasis Valley Fire Department Joint Board of Fire Commissioners

cc: Quispamsis Mayor and Council

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2018

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2019 May 13 Open Session FINAL_091
DECEMBER 31, 2018

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To the Board of Directors of Kennebecasis Valley Fire Department Inc.

Opinion

We have audited the financial statements of the Kennebecasis Valley Fire Department Inc., (the "Department") which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets 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 Kennebecasis Valley Fire Department Inc. as at December 31, 2018, and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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 Department 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 Department'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 Department or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Department'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.

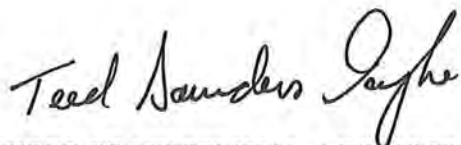
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Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

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 Department'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 Department'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 Department 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, New Brunswick
April 15, 2019

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2019 May 13 Open Session FINAL_094

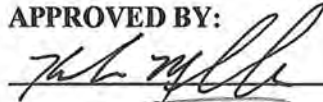
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2018

	2018	2017
FINANCIAL ASSETS		
Cash (Note 4)	\$ 644,119	\$ 665,501
Accounts receivable		
General	233	3,754
Due from member municipalities (Note 6)	77,603	95,397
Federal Government and its agencies (Note 5)	<u>23,597</u>	<u>28,964</u>
	<u>\$ 745,552</u>	<u>\$ 793,616</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 358,556	\$ 232,488
Accrued sick leave liability (Note 7)	787,887	735,587
Accrued liability for retirement pay allowance (Note 8)	386,835	364,638
Post employment benefits payable (Note 9)	<u>559,700</u>	<u>680,900</u>
	<u>2,092,978</u>	<u>2,013,613</u>
NET DEBT	<u>(1,347,426)</u>	<u>(1,219,997)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 11)	5,849,716	5,708,013
Accumulated amortization (Note 11)	<u>(3,155,686)</u>	<u>(2,887,712)</u>
	<u>2,694,030</u>	<u>2,820,301</u>
ACCUMULATED SURPLUS	<u>\$ 1,346,604</u>	<u>\$ 1,600,304</u>

COMMITMENT (Note 10)

APPROVED BY:



Chairperson



Treasurer

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u> <u>Budget</u> <u>(Note 13)</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
REVENUE (Note 6)			
Contributions by member municipalities - operating	\$ 4,666,515	\$ 4,666,517	\$ 4,599,982
Contributions by member municipalities - capital	-	141,703	125,084
Local service districts	97,174	97,174	94,903
Fee structure	-	385	105
Interest	5,000	11,812	6,806
Miscellaneous	<u>100</u>	<u>13,825</u>	<u>6,035</u>
	<u>4,768,789</u>	<u>4,931,416</u>	<u>4,832,915</u>
EXPENDITURE			
Administration	680,496	649,836	623,956
Firefighting force	3,606,807	3,701,481	3,445,889
Telecommunications	10,800	7,117	8,728
Insurance	35,037	32,476	34,349
Prevention and training	48,000	30,004	30,044
Facilities (Note 6)	284,705	297,342	274,150
Fleet	230,792	279,424	248,395
Operations	101,855	102,196	86,584
Water costs	29,724	29,724	28,705
Retirement allowance	53,699	53,699	56,399
Loss on disposal of tangible capital assets	-	-	12,190
Other	<u>3,000</u>	<u>1,817</u>	<u>2,370</u>
	<u>5,084,915</u>	<u>5,185,116</u>	<u>4,851,759</u>
ANNUAL DEFICIT FOR THE YEAR (Note 12)	\$ <u><u>(316,126)</u></u>	(253,700)	(18,844)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>1,600,304</u>	<u>1,619,148</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u><u>1,346,604</u></u>	\$ <u><u>1,600,304</u></u>
Amortization included in the above expenditure		\$ <u><u>267,974</u></u>	\$ <u><u>263,165</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2018

	2018	2017
Annual deficit	\$ (253,700)	\$ (18,844)
Acquisition of tangible capital assets	(141,703)	(125,084)
Proceeds on disposal of tangible capital assets	-	12,145
Amortization of tangible capital assets	267,974	263,165
Loss on disposal of tangible capital assets	<u>-</u>	<u>12,190</u>
Increase (decrease) in net debt	(127,429)	143,572
Net debt - beginning of year	<u>(1,219,997)</u>	<u>(1,363,569)</u>
Net debt - end of year	<u>\$ (1,347,426)</u>	<u>\$ (1,219,997)</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual deficit	\$ (253,700)	\$ (18,844)
Loss on disposal of tangible capital assets	-	12,190
Amortization of tangible capital assets	267,974	263,165
Accounts receivable - General	3,521	1,255
Accounts receivable - Due from member municipalities	17,794	(91,533)
Accounts receivable - Federal Government and its agencies	5,367	(6,944)
Accounts payable and accrued liabilities	126,068	35,642
Accrued sick leave liability	52,300	20,500
Accrued liability for retirement pay allowance	22,197	21,961
Post employment benefits payable	<u>(121,200)</u>	<u>(101,900)</u>
	120,321	135,492
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(141,703)	(125,084)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>12,145</u>
NET INCREASE (DECREASE) IN CASH	(21,382)	22,553
CASH - BEGINNING OF YEAR	<u>665,501</u>	<u>642,948</u>
CASH - END OF YEAR	<u>\$ 644,119</u>	<u>\$ 665,501</u>
REPRESENTED BY:		
Cash - operating	\$ 282,470	\$ 332,150
Cash - retirement allowance	<u>361,649</u>	<u>333,351</u>
	<u>\$ 644,119</u>	<u>\$ 665,501</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2019 May 18 Open Session FINAL 008 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department 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 Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

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

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 (deficit). 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.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

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

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 sick leave liability;
- accrued retirement pay allowance; 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>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	4-25 years
Equipment	4-20 years

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

The Department regularly reviews its capital assets to eliminate obsolete items.

Post Employment Benefits

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

Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

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DECEMBER 31, 2018

3. FINANCIAL INSTRUMENTS

The Department 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 Department's risk exposure and concentration as of December 31, 2018:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department'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 Department is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Department's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Department 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 Department manages exposure through its normal operating activities. The Department is not exposed to significant interest rate risk as it does not have short term or long term debt.

4. CASH

	<u>2018</u>	<u>2017</u>
Cash - operating	\$ 282,470	\$ 332,150
Restricted cash - retirement allowance (Note 8)	<u>361,649</u>	<u>333,351</u>
	<u>\$ 644,119</u>	<u>\$ 665,501</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2018</u>	<u>2017</u>
Canada Revenue Agency (HST refund)	<u>\$ 23,597</u>	<u>\$ 28,964</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

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6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received a property tax rebate in the amount of \$45,793 (2017 - \$45,055) from Rothesay, which is netted against the property tax expenditure. During the year, the Department recognized the following contributions from the Towns as revenue:

	2018	2017
Quispamsis - Operating	\$ 2,760,359	\$ 2,696,139
Rothesay - Operating	<u>1,906,158</u>	<u>1,903,843</u>
	<u>\$ 4,666,517</u>	<u>\$ 4,599,982</u>
Quispamsis - Capital	\$ 83,821	\$ 73,314
Rothesay - Capital	<u>57,882</u>	<u>51,770</u>
	<u>\$ 141,703</u>	<u>\$ 125,084</u>

The amounts due from member municipalities are non-interest bearing and have no set terms of repayment.

7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay for an amount of time equal to the accumulated sick leave. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Morneau Shepell as at December 31, 2017 on the 37 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligation is 3.07% (2017 - 3.07%);
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due.

The calculated unfunded liability as at December 31, 2018 is \$787,887 (2017 - \$735,587).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by Morneau Shepell as at December 31, 2016 for the Department's 37 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2018 is estimated to be \$386,835 (2017 - \$364,638).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 3.3%;
- Salary increases 3% per annum; and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2018</u>	<u>2017</u>
Balance at beginning of year	\$ 364,638	\$ 342,677
Add: Employer contributions	59,800	59,807
Interest earned	<u>6,101</u>	<u>3,407</u>
	430,539	405,891
Less: Retirement benefits paid	<u>(37,603)</u>	<u>(37,846)</u>
	392,936	368,045
Change in liability based on PSAS requirements	<u>(6,101)</u>	<u>(3,407)</u>
Accrued liability for retirement pay allowance at end of year	<u>\$ 386,835</u>	<u>\$ 364,638</u>

The Department has restricted \$361,649 (2017 - \$333,351) in cash towards the funding of this liability (Note 4).

9. POST EMPLOYMENT BENEFITS PAYABLE

The Department 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.

DECEMBER 31, 2018

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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 5.5% (prior 5.6%);
- the expected rate of return on assets is 5.5% (prior 5.6%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 14.0 years).

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, an increase 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 Department:

- The average age of the 40 active employees covered by the NBMEPP is 42.6 (2017 - 43.1);
- Benefit payments were \$445,900 in 2017 and were estimated to be \$460,700 in 2018; and
- Combined contributions were \$534,600 in 2017 and were estimated to be \$550,600 in 2018.

In addition to determining the position of the NBMEPP as it relates to the Department 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 5.5%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

2019 May 18 Open Session FINAL 104

DECEMBER 31, 2018

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 680,900	\$ 782,800
Adjustment to actual	4,000	18,200
Pension expense for the year	150,100	149,200
Employer contributions	<u>(275,300)</u>	<u>(269,300)</u>
Accrued benefit liability at end of period	<u>\$ 559,700</u>	<u>\$ 680,900</u>

In summary, the accrued benefit liability as it related to the Department is estimated to be \$559,700 as at December 31, 2018. This compares to \$782,800 as at January 1, 2017 and \$680,900 as at December 31, 2017. The December 31, 2017 liability was estimated in the prior year. The actual liability was calculated to be \$684,900. The difference of \$4,000 has been recorded in the current year.

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:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 12,234,300	\$ 11,630,600
Plan assets	<u>11,928,400</u>	<u>11,219,000</u>
Plan deficit	305,900	411,600
Adjustment to 2017 actual	-	(4,000)
Unamortized experience gains	<u>253,800</u>	<u>273,300</u>
Accrued benefit liability at end of period	<u>\$ 559,700</u>	<u>\$ 680,900</u>

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 11,630,600	\$ 11,050,000
Current service cost	425,700	414,900
Benefit payments	(460,700)	(445,900)
Interest for period	638,700	617,900
Experience gain during period	<u>-</u>	<u>(6,300)</u>
Accrued benefit obligation at end of period	<u>\$ 12,234,300</u>	<u>\$ 11,630,600</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

2019 May 16 Open Session FINAL 105

DECEMBER 31, 2018

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 11,219,000	\$ 10,546,000
Employer contributions	275,300	267,300
Employee contributions	275,300	267,300
Benefit payments	(460,700)	(445,900)
Return on plan assets during period	<u>619,500</u>	<u>584,300</u>
Plan assets at end of period	<u>\$ 11,928,400</u>	<u>\$ 11,219,000</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Pension Expense		
Employer current service cost	\$ 150,400	\$ 147,600
Interest on accrued benefit obligation	638,700	617,900
Expected return on assets	(619,500)	(593,100)
Experience gain	<u>(19,500)</u>	<u>(21,200)</u>
Pension expense	<u>\$ 150,100</u>	<u>\$ 151,200</u>

The pension expense is included in the Statement of Operations. The 2017 pension expense was estimated to be \$149,200. The difference between the 2017 estimated and actual expense has been recorded as an expense of the current period.

10. COMMITMENT

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2018, the Department committed to \$478 per quarter payable over 60 months commencing on January 16, 2019. The future minimum annual payments over the next five years are:

2019	\$ 1,912
2020	1,912
2021	1,912
2022	1,912
2023	1,912

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2018 Total</u>	<u>2017 Total</u>
COST						
Balance - beginning of year	\$ 60,049	\$2,437,957	\$2,759,374	\$ 450,633	\$ 5,708,013	\$ 5,654,420
Add: Net additions during the year	-	-	-	141,703	141,703	125,084
Less: Disposals during the year	-	-	-	-	-	(71,491)
Balance - end of year	<u>60,049</u>	<u>2,437,957</u>	<u>2,759,374</u>	<u>592,336</u>	<u>5,849,716</u>	<u>5,708,013</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,230,882	1,452,926	203,904	2,887,712	2,671,703
Add: Amortization during the year	-	76,377	142,242	49,355	267,974	263,165
Less: Accumulated amortization on disposals	-	-	-	-	-	(47,156)
Balance - end of year	-	<u>1,307,259</u>	<u>1,595,168</u>	<u>253,259</u>	<u>3,155,686</u>	<u>2,887,712</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 60,049</u>	<u>\$1,130,698</u>	<u>\$1,164,206</u>	<u>\$ 339,077</u>	<u>\$2,694,030</u>	<u>\$2,820,301</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

12. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2018 annual deficit - PSAS	\$ (127,429)	\$ (126,271)	\$ (253,700)
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	123,152	-	123,152
Amortization expense	-	267,974	267,974
Provision for vested retirement benefits - pension	(121,200)	-	(121,200)
Change in amount recorded under PSAS sick leave accrual	52,300	-	52,300
Change in retirement allowance liability	<u>(6,101)</u>	<u>-</u>	<u>(6,101)</u>
Total adjustments to 2018 annual deficit	<u>48,151</u>	<u>267,974</u>	<u>316,125</u>
2018 annual surplus (deficit) for funding requirements	<u>\$ (79,278)</u>	<u>\$ 141,703</u>	<u>\$ 62,425</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

13. OPERATING BUDGET TO PSAS BUDGET

	<u>Operating Budget General</u>	<u>Amortization and Long Term Accruals</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Contributions by member municipalities - operating	\$ 4,666,515	\$ -	\$ -	\$ 4,666,515
Local service districts	97,174	-	-	97,174
Miscellaneous	100	-	-	100
Interest	5,000	-	-	5,000
Surplus of second previous year	<u>123,152</u>	<u>-</u>	<u>(123,152)</u>	<u>-</u>
	<u>4,891,941</u>	<u>-</u>	<u>(123,152)</u>	<u>4,768,789</u>
EXPENDITURE				
Administration	698,700	(18,204)	-	680,496
Firefighting force	3,657,502	(50,695)	-	3,606,807
Telecommunications	10,800	-	-	10,800
Insurance	35,037	-	-	35,037
Prevention and training	48,000	-	-	48,000
Facilities	208,328	76,377	-	284,705
Fleet	88,550	142,242	-	230,792
Operations	52,500	49,355	-	101,855
Water costs	29,724	-	-	29,724
Retirement allowance	59,800	(6,101)	-	53,699
Other	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
	<u>4,891,941</u>	<u>192,974</u>	<u>-</u>	<u>5,084,915</u>
Deficit	\$ <u>-</u>	\$ <u>(192,974)</u>	\$ <u>(123,152)</u>	\$ <u>(316,126)</u>



Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

April 16, 2019

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

Your Worship and Members of Council:

As an important stakeholder in our organization, it is with pleasure that I submit the 2018 Kennebecasis Valley Fire Department Annual Report to you for review. The annual report is used to communicate performance orientated information from the Fire Chief to the Joint Board of Fire Commissioners.

In addition to statistical information, the report summarizes significant events from the past year and highlights the accomplishments of department members in 2018. If you have any questions regarding the report, or require any additional copies, please feel free to contact the Fire Chief directly.

Sincerely,

Kirk Miller *FOR:*
Chair, KVFD Joint Board of Fire Commissioners

Enclosure

cc: Quispamsis Mayor and Council



Michael Robinson @MAJRobbie on Twitter
some images taken from our first morning of kayaking on the lake today. Story here
(Sub) telegraph.com/news/uk/2019/05/13



KENNEBECASIS VALLEY FIRE DEPARTMENT

2018 ANNUAL REPORT

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2018 ANNUAL REPORT

COURAGE. COMPASSION. COMMITMENT.

From major flooding to a new radio system, 2018 was significant for the Kennebecasis Valley Fire Department. Over the next several pages take a look back at what 2018 was like for us.

The Kennebecasis Valley Fire Department...ready when you need us.



Cover Photo: Michael Robinson, Telegraph Journal

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MESSAGE FROM THE CHIEF



When I saw the picture that appears on page 2 of this report I was reminded of the overused, tongue-in-cheek cliché which suggests that the fire service is “one-hundred years of tradition unimpeded by progress”. Clearly not true and in actual fact our industry is evolving at a rapid rate.

There was plenty of progress for the KVFD in 2018. Our fire code enforcement program got up and running, we added Epi-pens to our medical first responder tool-box, and hosted our first junior firefighter camp. Near the end of 2018, we settled a new collective bargaining agreement which includes a two-year trial of a 24-hour shift schedule. Another progressive improvement was switching our entire radio network over to the new Provincial Trunked Mobile Radio (TMR) system which dramatically improved the quality and reliability of our radio communications.

One of the traditions that needed to change was the image of a firefighter as a stoic, pillar of strength, unburdened by the chaos and trauma of emergency incidents, able to “suck-it-up” and push through the challenges that come with dealing with people sometimes having the worst day of their lives. Thankfully, we are finally recognizing the negative consequences of occupational stress and taking action to protect our members.

This follows closely on the work we have done to help minimize our members exposure to cancer causing carcinogens. Tradition was that the firefighter with the most soot on his/her face or with the dirtiest gear was the one who had worked the hardest and earned the most respect. Today we recognize that getting dirty is still part of the job, but getting decontaminated and into clean gear as soon as possible is the proper way to be respected.

Most importantly, in 2018 we adopted a new Mental Health Policy and formed a Joint Mental Health Committee. Aided by our department Chaplain, our Peer Support Team and our Command staff, this Committee is going to do great work in 2019 to help us support our members.

One thing that did not change in 2018 and has not changed in over 100 years is the values that our firefighters live by. Just as they did when the Model T was our primary fire engine, our firefighters continue to serve with Courage, Commitment and Compassion. I’m all for progress but hope that some things never change.

Bill Ireland
Fire Chief

2018 HIGHLIGHTS

Enhanced public service by adding Epi-Pens to medical response and training all firefighters to recognize, assess, and treat anaphylaxis

Total Operating Budget
\$ 4,936,997

Radio system upgraded to TMR (trunk mobile radio) system for improved communications and inter-agency coordination

First ever Junior Firefighter Camp held for children aged 10-13

Commercial Fire Inspections
31

2018 HIGHLIGHTS

Fire Code Enforcement
Program begins first
inspections

Child Car
Seats
Installed

136

Total Call
Volume

1176

FIRE

Service Recognition
Ceremony celebrated long
service of KVFD members

Structure Fire
Response

31

RESCUE

Updated
website

www.kvfire.ca

VALLEY

PEOPLE

It is our people that make the Kennebecasis Valley Fire Department the great fire department that we believe it to be. The Kennebecasis Valley Fire Department responds to over 1,000 calls annually and participates in dozens of community events each year. Our firefighters, command and administrative staff make this possible.



BOARD OF FIRE COMMISSIONERS

Kirk Miller, Chair
Grant Brenan, Vice Chair
Sean Luck, Treasurer
Miriam Wells
Robert McIntyre
Norah Soobratee
John Jarvie
Susan Deuville
Peter Lewis

ADMINISTRATIVE STAFF

Bill Ireland, Fire Chief/CEO
Carlene MacBean, Executive Assistant
Corinne Carpenter, Accountant



COMMAND STAFF

Dan McCoy, Deputy Fire Chief
Kevin Clynick, Division Chief
Michael Boyle, Division Chief

CHAPLAIN

Dr. Bruce Smith, DMIN

PROMOTIONS

Harry Ludford was promoted to Full-time Firefighter

Nick Maloney was promoted to Holiday Relief Firefighter



RETIREMENT

On Monday, April 30th, we celebrated the retirement of Firefighter Rob Hamilton. Rob served the department for 35 years as a firefighter.

We wish Rob all the best in his retirement



Station 1
7 Campbell Drive, Rothesay

Station 1 is the headquarters of the Kennebecasis Valley Fire Department. The station, opened in 2001, holds the administration offices and houses our ladder truck, Quint 1, along with Engine 1, Tank 1, our rescue boat and rescue trailer and other support vehicles.

Captain John Codling
Captain Doug Barrett
Captain Bill Gentleman
Captain Jim Leblanc

Senior Firefighter Roy Chase
Senior Firefighter Mike Nixon
Senior Firefighter Grant Graham
Senior Firefighter Matt McCully

Firefighter Dan Richard
Firefighter Andrew Boyle
Firefighter Karey Madill
Firefighter Eric Boyle
Firefighter Shane Johnson
Firefighter Andrew Steeves
Firefighter Paul Spinks
Firefighter Joel Armstrong

Holiday Relief Firefighter Chris Mason
Holiday Relief Firefighter Arthur Cull
Holiday Relief Firefighter Dani Cates
Holiday Relief Firefighter Nick Maloney
Holiday Relief Firefighter Keith Gallant
Holiday Relief Firefighter Scott Hatt
Holiday Relief Firefighter Stephanie Henderson
Holiday Relief Firefighter Tom Heffernan



Station 2
12 Civic Drive, Quispamsis

Opened in 1982, this station houses Engine 2 and Tank 2.

Lieutenant Reg Verner
Lieutenant Shawn White
Lieutenant Bob MacLeod
Lieutenant Paul Nixon

Senior Firefighter Karen Trecartin
Senior Firefighter Nick Arsenault

Firefighter Keith Scichilone
Firefighter Scott Carr
Firefighter Nathan Ashfield
Firefighter Harry Ludford
Firefighter Don Kearney
Firefighter Scott Dunbar
Firefighter Justin Cowan
Firefighter Shane Day
Firefighter Bruce Leblanc
Firefighter Nathan Garrett



PREPARATION



Our firefighters train on everything from structure fire response to technical rescue. Firefighters spend time in training in the classroom, outside, at training towers, and on the water.

In the winter months, our firefighters trained on ice rescue and our chief officers and company officers received training on leadership development as part of the Tenzinga Performance Management system.



Chaplain Bruce Smith delivered the “Road to Mental Readiness” primary program to all firefighters to assist them in maintaining their own mental health.

Throughout the year we had the opportunity to train on different houses throughout the Valley slated for demolition that let us practice on ventilation, forcible entry, and other tactics.





In the fall, each platoon of firefighters trained on various aspects of firefighting at the Saint John Fire Department training tower.

Firefighters received Rail Tanker 101 training delivered by CN Rail.

Captain Doug Barrett attended tank car specialist training at the Security and Emergency Response Training Center (SERTC), Pueblo, CO



At the end of the year, we hosted three cadets from fire schools in the region who spent eight weeks with us and trained on firefighting, auto extrication, and many other topics and also responded as part of an engine crew.



PREVENTION



Car Seat Program

Our Child Passenger Safety Association of Canada certified Children's Restraint System Technicians installed 136 car seats in 2018 and car seat clinics were held in the spring and fall.

Public Visits

We continued our tradition of visiting several public events. In 2018 we participated in over 50 site visits including block parties and other community events. We also provided 17 tours of our fire stations.



Fire Prevention Week

Each year we participate in fire prevention week and in 2018 the theme was "Look. Listen. Learn. Be aware - fire can happen anywhere" with an emphasis on looking for places fire can start, listening for the sound of the smoke alarm and learning two ways out of each room. During fire prevention week we had a display at Sobey's Rothesay to spread the fire prevention message and held our annual Fire Department Open House.



Firefighter for a Day

Our Firefighter for a Day winner for 2018 was Eric Fougere of Rothesay Elementary School. Each year we hold the "Firefighter for a Day" contest for grade 3 students where they must complete a home escape plan for their family to be entered in the contest.



Elementary Literacy Inc.

The KVFD, in partnership with Elementary Literacy Inc. held a reading contest for grade two students for the second year.

Children were encouraged to participate in a 30-day reading challenge.

Ms. Tracey Meahan's class from Lakefield Elementary School read 18,120 minutes and the reading minutes for all 15 classes amounted to nearly 120,000 minutes.

As the contest winners, the children were invited to the fire station where they received a tour of the station, bunker gear demonstration and were read to by the firefighters.



Fire Code Enforcement

In partnership with the Office of the Fire Marshal, the fire inspection program for the department began officially in 2018.

Six trained fire inspectors, appointed as fire prevention officers by the Fire Marshal, completed 31 commercial fire inspections in 2018.



JUNIOR FIREFIGHTER CAMP

After age 10, children are beginning to gain more independence and may be home alone for short periods and also starting to learn how to cook for themselves. For three days in July, 20 children from the Kennebecasis Valley attended the first ever Junior Firefighter Camp and learned about home fire safety, safe cooking, calling 911, and hands-only CPR. They also had the opportunity to learn about being a firefighter including what the gear is like, handling a fire hose, and getting inside all of the trucks.



TRUNK MOBILE RADIO (TMR)



In 2016, the provincial government launched a new mobile radio communication system designed to improve communications among first responders and other users.

Municipal police forces, fire departments, paramedics, school bus drivers and snow plow operators are among the 3,400 users of the New Brunswick Trunked Mobile Radio system.



In 2018, the department moved from an older radio system to the new TMR system with upgrades to the radios in vehicles and apparatus, base radios, and portable radios.

Besides improved communications for the department, these new radios allow for interoperability between many different agencies.

COMMUNITY



As always, the KVFD has been active supporting community events in the Kennebecasis Valley throughout the year. In the summer, Deputy Chief McCoy helped judge at the “Hot Pursuit BBQ” event in Quispamsis which also featured a team of firefighters. Several members rolled up their sleeves to donate blood at the Sirens for Life clinic held at the qplex which featured a friendly competition between local first responder agencies.

Firefighters completed over 50 site visits including Canada Day festivities, wellness expos, marathons, and other events. A highlight of the year was our participation in the Great Race event with our Model T. Retired Chief Larry Greer was able to get the Model T running for the first time in over 10 years and retired member Lieutenant Ray McCaskill is shown driving it in the event.

SIGNIFICANT INCIDENTS

April 16th – Daycare Fire



A fire caused extensive smoke and water damage to a daycare on Landing Court in Quispamsis. An off-duty KVFD firefighter out for a walk heard the fire alarm sounding and noticed smoke coming from a doorway of the daycare. The fire started sometime over the weekend and melted a water pipe which helped extinguish the fire. Firefighters extinguished a smoldering fire in the office area of the daycare and checked the rest of the building to make sure the fire had not spread anywhere else.

April 30th – May 5th Spring Freshet



In early May of 2018, the communities of the Kennebecasis Valley were impacted by some of the worst flooding in the history of the Province. On April 26th, the flood forecast predicted the St. John River in Fredericton would rise to 6.9 metres the next day, edging past flood stage.

But by 7 am on April 27th, the river rose to 7.8 metres in Fredericton, an increase of 2 metres in 24 hours. Soon after this, the New Brunswick Emergency Measures Organization (NBEMO) began issuing warnings that areas prone to flooding should expect to be impacted by water levels nearing the levels of the 2008 flood. By May 2nd, the flood forecast changed as floodwaters in the southern reaches of the St. John River were expected to surpass the levels of 1973, the province's worst flood in the past 82 years.



Early in the week of April 30th, flood levels of 6.6 metres were being predicted for the Kennebecasis River, well above the 4.2-metre level of flood stage for the river. Throughout the weekend of May 5th and 6th the flood forecast dropped with predicted levels being just short of 6 meters, however the expected peak kept fluctuating

as weather and river conditions changed throughout the weekend. The Kennebecasis River eventually crested at 5.73 metres.

Several areas of the community and dozens of homes were impacted by the flooding with some residents displaced for several days. The sewer system in Rothesay was disabled and raw sewage flowed directly into the river.

The KVFD assisted with evacuating some residents by boat and responded to service calls during the incident in addition to the normal call volume for the department, including a structure fire on one day of the flooding. A Jon Boat was donated by Bass Pro Shop to assist with the response and evacuations.

All chief officers were engaged in various roles during the incident. A stand-by crew of four firefighters was kept on duty for much of the flooding event and a crew of 5 on-duty firefighters was maintained at station 1.

During the second week of May the flood waters began to recede and the clean-up and restoration process began.



July 10th – Long Island Rescue



A prolonged and coordinated effort resulted in the rescue of a man and his dog from Long Island. Just before 5 pm, the Kennebecasis Valley Fire Department was dispatched along with the Kingston Peninsula Fire Department and Coast Guard Inshore Rescue for a man stranded on Long Island near Ministers Face. When crews arrived, they noted the man was trapped approximately 75 feet above the water and that a rescue from above would be required.

The man had been hiking with his dog when it fell over a ledge and when he tried to rescue the dog, he fell approximately 30 feet himself and became trapped.

A high angle rescue team was sent by the Saint John Fire Department and after a rescue lasting over 3 hours involving members from all agencies the man was brought up from the cliff's edge and brought back to shore in Rothesay by the Coast Guard. He was assessed by Ambulance New Brunswick Paramedics however was not injured. His dog was taken to the Atlantic Veterinary Hospital for treatment of its injuries.

July 21st – Bradley Lake Fire



A home was destroyed by fire on the Bradley Lake Road in Rothesay. Two members of the family were home at the time and managed to escape the fire after being awoken by their cat. Just after 8:30 that morning, firefighters arrived to find the home heavily involved in fire with flames coming out of the roof of the home.

KENNEBECASIS FIREFIGHTERS UNION



Kennebecasis Firefighters Charitable Society/ IAFF Local 3591

Each year our members volunteer hundreds of hours of their time when off duty to give back to our citizens in need. Listed below are just a few examples of how your firefighters give back to their community. From fundraising to swinging hammers, your firefighters are here for more than emergency response!



Muscular Dystrophy Firetruck Pull

Our members travelled to Sussex to participate in their department's 4th annual Firetruck Pull for Muscular Dystrophy fundraiser. Local 3591 members came in second place during the event.

World Under-17 Hockey Challenge

We support big events that come to our community. This year we partnered with Saint John Local 771 to staff the 50/50 tables at Harbour Station and the Quispamsis qplex during the U17 Hockey Challenge. All proceeds went to support local kid's hockey programs!





Community Assistance Initiatives

Throughout the year, our members put their additional talents to work, assisting members in the community with projects such as home repairs/renovations that would enable family members with issues such as decreased mobility and susceptibility to illness to enjoy a

better quality of life. During the flood of 2018, our members helped many residents by transporting sand bags, piling and filling sandbags during our off time. Our training and profession teaches us to help with water related incidents that we were able to give back to the community both on and off duty during this time

Christmas Family Fund



This year, we were again able to support our community by providing food and toys to 88 families in need. We also escorted Santa Claus during the annual KV Christmas parade and collected donations for our Christmas program along the parade route. This initiative is only possible through the support of our community members, both individual and

corporate. Thank you to everyone who supports this worthy cause to help give everyone in our community a good Christmas holiday.

Along with our benevolent endeavours throughout the community, members of our Association also spent time attending conventions and training sessions hosted by the IAFF, many of which focus on the health and wellness of our members as it pertains to the challenges associated with the dangers of our profession, both hidden and visible. Topics such as cancer prevention/screening, peer support for mental wellness, and overall firefighter fitness were among the sessions attended.

CARDIAC ARREST SURVIVORS EVENT



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

In October of 2017, Mark, a long-time paramedic himself, was playing hockey at the qplex in Quispamsis when he collapsed and went into cardiac arrest.



The quick action of his teammates starting CPR and using one of the Public Access Defibrillators at the qplex saved his life. Mark was treated and transported to the hospital by paramedics with assistance from our firefighters: Lieutenant Shawn White, Firefighter Andy Boyle, Firefighter Paul Spinks, and Firefighter Joel Armstrong

Mark's hockey teammates were recognized with certificates presented by Mary-Lou Price, Provincial Coordinator of the Public Access Defibrillation Program for Ambulance New Brunswick.

2018 SERVICE RECOGNITION CEREMONY



On Friday, October 19th, we held our 2018 Service Recognition Ceremony honoring achievements from January 1, 2016 to December 31, 2017.

Members of the department have earned the following achievements:

Federal Fire Services Exemplary Service Awards

First Bar (30 years)

Captain James Leblanc

Lieutenant Robert MacLeod

Firefighter Daniel Richard

Service Medal (20 years)

Captain Douglas Barrett

Senior Firefighter Royden Chase

Firefighter Daniel Richard





Provincial Fire Service Awards

Service Pin (15 years)

Senior Firefighter Matthew McCully

Firefighter Paul Spinks

**Kennebecasis Valley Fire Department
25 Year Watch**

Firefighter Eric Boyle



ACCOMPLISHMENTS

NFPA 1041 - Fire Service Instructor Professional Qualifications Firefighter Certification Program of New Brunswick

Senior Firefighter Roy Chase
Senior Firefighter Grant Graham
Senior Firefighter Mike Nixon
Senior Firefighter Matt McCully
Firefighter Shane Johnson
Firefighter Keith Scichilone
Firefighter Andrew Steeves
Firefighter Justin Cowan
Firefighter Don Kearney
Firefighter Shane Day
Firefighter Harry Ludford



Child Passenger Safety Association of Canada Children's Restraint System Technician

Holiday Relief Firefighter Chris Mason

Blue Card Incident Command Training Program Blue Card Command

Chief Bill Ireland

ICS Canada

ICS 200 Single Resource and Initial Action Incidents

Chief Bill Ireland
Deputy Chief Dan McCoy
Division Chief Kevin Clynick
Division Chief Mike Boyle

Fire Department Information Conference (FDIC) Atlantic

Senior Firefighter Grant Graham
Senior Firefighter Mike Nixon
Holiday Relief Firefighter Dani Cates

Certificate in Leadership Studies University of New Brunswick

Division Chief Mike Boyle

CarFit Safety for Mature Drivers

Canadian Association of Occupational Therapists

Firefighter Harry Ludford
Holiday Relief Firefighter Art Cull



Tank Car Specialist
Security and Emergency Response Training Center
Captain Doug Barrett

Executive Chief Fire Officer Designation
Canadian Association of Fire Chiefs
Chief Bill Ireland
Deputy Chief Dan McCoy

Emergency Firefighter Training (Wildland)
Holiday Relief Firefighter Stephanie Henderson
Holiday Relief Firefighter Nick Maloney

Commission on Fire Accreditation International
Peer Team Member, Buckley Air Force Base Accreditation Site Visit
Division Chief Mike Boyle

Canadian Association of Fire Chiefs
Chair, National Advisory Council
Member, Board of Directors
Deputy Chief Dan McCoy

Canadian Association of Fire Chiefs
Member, National Building Code Committee
Member, Diversity and Inclusion Committee
Member, Redefining the Fire Service Committee
Division Chief Mike Boyle

Edinburgh Napier University
Managing Innovation
Building High Performance Organizations
Leading Strategic Decision Making
Management and Organizational Change
Chief Bill Ireland

IN MEMORIAM



Arthur E.J. Lewis

1941 – 2018

In 2018, Arthur Lewis passed away after a brief illness. Known by his friends and family as Art, he spent 25 years as a career firefighter before retiring in 2006 and doing small engine repair.

He was a hard worker, eager to help if anyone ever needed anything. Family and friends were Art's priority at all times. This was especially prominent in doing things for his family and especially his grandchildren.



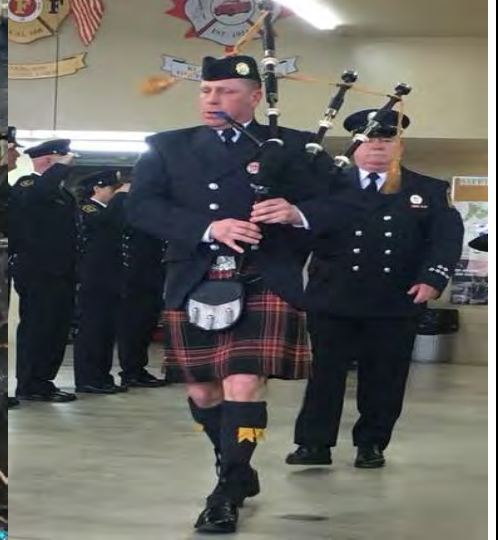
Harold "Hal" James England

1980-2018

Hal died tragically from a medical condition in 2018 at the age of 38.

After high school graduation he went on to become a member of the Kennebecasis Valley Fire Department, as both a volunteer and career firefighter and then served in the Canadian Armed Forces. Hal later went on to work for Corrections Canada and was posted to the Edmonton Institution in Alberta.

YEAR IN PICTURES





BY THE NUMBERS

Kennebecasis Valley Fire Department 5 Year Comparison	2014 Total	2015 Total	2016 Total	2017 Total	2018 Total	5 Year Average	% of Total
Fire/explosion - dollar loss	42	45	32	39	31		
Rubbish/grass fire - no dollar loss	34	54	52	72	69		
Chimney Fire	7	6	4	8	2		
Total Fire	83	105	88	119	102	99	9%
Rescue - Miscellaneous	6	5	5	4	5		
Vehicle Accident	91	120	107	98	132		
Total Rescue	97	125	112	102	137	115	10%
Public Hazard - gasoline or fuel spill	4	5	6	4	5		
Public Hazard - power line down / utility pole hazard	70	23	11	25	51		
Public Hazard - miscellaneous	17	14	9	16	19		
Total Public hazard	91	42	26	45	75	56	5%
Gas Leak - propane	11	6	6	6	6		
Gas Leak - response to carbon monoxide detector alarm	8	13	17	8	11		
Total Gas leak	19	19	23	14	17	18	2%
Public Service - first aid	551	634	646	612	648		
Public Service - assist police or other agency	10	12	11	7	12		
Public Service - mutual aid	11	17	11	10	8		
Public Service - animal rescue	1	0	0	1	2		
Public Service - flooding	22	27	2	1	12		
Public Service- miscellaneous	32	23	15	10	17		
Total Public services	627	713	685	641	699	673	60%
Alarm No Fire - accidental miscellaneous	45	42	39	47	49		
Alarm No Fire - smoke or steam mistaken	11	17	17	14	11		
Alarm No Fire - sprinkler surge or discharge	2	4	1	1	7		
Alarm No Fire - detector activated	64	65	81	65	49		
Alarm No Fire - unknown odours	5	7	13	8	5		
Alarm No Fire - miscellaneous	26	26	28	32	21		
Total Alarm no fire - No malicious intent	153	161	179	167	142	160	14%
False Alarm (Mischief) - miscellaneous	4	6	6	2	4		
Total False alarm - Mischief	4	6	6	2	4	4	0%
Total Response Types Kennebecasis Valley Fire	1074	1171	1119	1090	1176	1126	

Kennebecasis Valley Fire Department 2018 Responses by Community	Rothesay	Quispamsis	LSD & Outside Coverage Area	2018 Total
Fire/explosion - dollar loss	13	15	3	31
Rubbish/grass fire - no dollar loss	37	27	5	69
Chimney Fire	0	2	0	2
Total Fire	50	44	8	102
Rescue - Miscellaneous	5	0	0	5
Vehicle Accident	76	53	3	132
Total Rescue or Resuscitation call	81	53	3	137
Public Hazard - gasoline or fuel spill	1	4	0	5
Public Hazard - power line down / utility pole hazard	16	34	1	51
Public Hazard - miscellaneous	11	8	0	19
Total Public hazard	28	46	1	75
Gas Leak - propane	1	5	0	6
Gas Leak - response to carbon monoxide detector alarm	8	3	0	11
Total Gas leak	9	8	0	17
Public Service - first aid	263	372	13	648
Public Service - assist police or other agency	8	3	1	12
Public Service - mutual aid	0	0	8	8
Public Service - animal rescue	1	1	0	2
Public Service - flooding	11	1	0	12
Public Service- miscellaneous	11	5	1	17
Total Public services	294	382	23	699
Alarm No Fire - accidental miscellaneous	24	24	1	49
Alarm No Fire - smoke or steam mistaken	3	8	0	11
Alarm No Fire - sprinkler surge or discharge	2	5	0	7
Alarm No Fire - detector activated	27	22	0	49
Alarm No Fire - unknown odours	3	2	0	5
Alarm No Fire - miscellaneous	12	9	0	21
Total Alarm no fire - No malicious intent	71	70	1	142
False Alarm (Mischief) - miscellaneous	2	2	0	4
Total False alarm - Mischief	2	2	0	4
Total Response Types Kennebecasis Valley Fire	535	605	36	1176
Percentage by Community	45,5%	51,4%	3,1%	100%

ANNUAL OPERATING BUDGET

EXPENSES:	2014	2015	2016	2017	2018
ADMINISTRATION:	\$ 514,027	\$ 629,878	\$666,418	\$667,082	\$698,700
FIREFIGHTING FORCE:	\$ 3,314,356	\$ 3,345,940	\$3,568,100	\$3,573,100	\$3,657,502
TELECOMMUNICATIONS:	\$ 18,600	\$ 19,520	\$20,870	\$18,110	\$10,800
INSURANCE:	\$ 34,000	\$ 34,500	\$33,500	\$33,317	\$35,037
PREVENTION AND TRAINING FACILITIES	\$ 34,600	\$ 44,500	\$44,500	\$48,000	\$48,000
FLEET:	\$ 236,922	\$ 256,383	\$266,820	\$249,436	\$253,384
OPERATIONS:	\$ 110,600	\$105,125	\$102,434	\$88,550	\$88,500
WATER COSTS:	\$ 45,400	\$ 44,000	\$46,500	\$50,500	\$52,500
OTHER:	\$ 26,130	\$ 26,986	\$27,877	\$28,705	\$29,724
Miscellaneous					
	\$ 1,500	\$ 2,000	\$2,000	\$2,900	\$3,000
Retirement Allowance					
	\$ 38,500	\$ 50,000	\$52,000	\$50,000	\$59,800
Total Other:	\$ 40,000	\$52,000	\$52,000	\$52,900	\$62,800
TOTAL BUDGETED EXPENSES	\$ 4,374,635	\$ 4,558,832	\$4,829,029	\$4,809,701	\$4,936,997

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

Station One
Station Two

506-848-6601
506-848-6602

www.kvfire.ca



Town of Rothesay

General Fund Financial Statements

March 31, 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 - March	G11
Project Funding - April - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 3/31/19

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	2,945,308
Capital Assets - General Fund Equipment	3,279,779
Capital Assets - General Fund Roads & Streets	38,084,963
Capital Assets - General Fund Drainage Network	18,927,550
Capital Assets - Under Construction - General	145,679
	<u>80,797,354</u>

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

\$ 47,523,645

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets	41,200,645
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\$ 47,523,645

Town of Rothesay
 Balance Sheet - General Fund Reserves
 3/31/19

ASSETS

BNS General Operating Reserve #214-15	664,918
BNS General Capital Reserves #2261-14	2,090,001
BNS - Gas Tax Reserves - GIC	4,212,890
Gen Reserves due to/from Gen Operating	(896,834)
	<u>\$ 6,070,975</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,015,402
General Gas Tax Funding	229,072
Invest. in General Operating Reserve	672,564
Invest. in Land for Public Purposes Reserve	127,978
Invest. in Town Hall Reserve	52,633
	<u>\$ 6,070,976</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 3/31/19

CURRENT ASSETS

Cash	1,295,156
Receivables	284,575
HST Receivable	126,635
Inventory	29,645
Gen Operating due to/from Util Operating	118,770
Total Current Assets	<u>1,854,781</u>
Other Assets:	
Projects	<u>96,635</u>
	<u>96,635</u>
TOTAL ASSETS	<u><u>1,951,416</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	755,307
Other Payables	477,181
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	66,300
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
TOTAL LIABILITIES	<u>1,494,261</u>

EQUITY

Retained Earnings - General	(19,355)
Surplus/(Deficit) for the Period	<u>476,511</u>
	<u>457,155</u>
	<u><u>1,951,416</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
3 Months Ended 3/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,336,918	1,336,918	4,010,755	4,010,755	(0)		16,043,021
Sale of Services	38,012	38,262	120,168	118,785	1,383		403,043
Services to Province of New Brunswick	5,000	5,000	15,000	15,000	0		60,000
Other Revenue from Own Sources	13,372	4,045	21,929	12,135	9,794		108,540
Unconditional Grant	10,182	10,183	30,547	30,548	(1)		122,190
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	250,000	250,000	326,706	326,706	0		1,076,706
	<u>\$1,653,484</u>	<u>\$1,644,408</u>	<u>\$4,525,106</u>	<u>\$4,513,929</u>	<u>\$11,177</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	214,473	230,477	866,151	730,212	64,062		2,260,215
Protective Services	699,621	700,584	1,448,753	1,454,553	5,800		5,038,809
Transportation Services	387,633	415,681	1,148,735	1,109,014	(39,720)		3,444,029
Environmental Health Services	48,296	50,417	148,112	151,250	3,138		645,000
Environmental Development	85,754	81,960	175,720	195,074	19,354		649,680
Recreation & Cultural Services	154,391	157,321	460,151	491,257	31,107		2,049,910
Fiscal Services	349	333	975	1,000	25		3,752,357
	<u>\$1,590,518</u>	<u>\$1,636,774</u>	<u>\$4,048,595</u>	<u>\$4,132,361</u>	<u>\$83,766</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$62,967</u>	<u>\$7,634</u>	<u>\$476,511</u>	<u>\$381,568</u>	<u>\$94,942</u>		<u>\$ 0</u>

Town of Rothesay
Statement of Revenue & Expenditure
3 Months Ended 3/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	603	2,500	3,928	7,500	(3,573)		30,000
Town Hall Rent	4,550	4,167	13,550	12,500	1,050		50,000
Arena Revenue	32,860	31,216	95,885	97,647	(1,761)		245,678
Community Garden	0	0	0	0	0		1,300
Recreation Programs	0	380	6,806	1,139	5,667	1	76,065
	<u>38,012</u>	<u>38,262</u>	<u>120,168</u>	<u>118,785</u>	<u>1,383</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	2,302	2,917	5,184	8,750	(3,566)		95,000
Recycling Dollies & Lids	26	0	276	0	276		0
Interest & Sundry	4,832	417	8,997	1,250	7,747	2	5,000
Miscellaneous	3,212	712	4,471	2,135	2,336		8,540
Fire Dept. Administration	3,000	0	3,000	0	3,000	3	0
	<u>13,372</u>	<u>4,045</u>	<u>21,929</u>	<u>12,135</u>	<u>9,794</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		25,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	250,000	250,000	250,000	250,000	0		1,000,000
	<u>250,000</u>	<u>250,000</u>	<u>326,706</u>	<u>326,706</u>	<u>0</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	4,362	3,542	10,326	10,625	299		42,500
Councillors	9,837	10,092	29,334	30,275	941		121,100
Regional Service Commission 9	0	0	1,671	1,750	79		7,000
Other	175	708	525	2,125	1,600		8,500
	<u>14,373</u>	<u>14,342</u>	<u>41,855</u>	<u>44,775</u>	<u>2,920</u>		<u>179,100</u>
Administrative							
Office Building	54,331	54,075	66,718	68,225	1,507		136,500
Solicitor	2,764	4,167	4,491	12,500	8,009		50,000
Administration - Wages & Benefits	106,349	121,708	256,628	285,125	28,497		1,063,300
Supplies	7,391	7,977	33,684	40,295	6,611		114,000
Professional Fees	680	3,182	680	9,545	8,865		55,000
Other	13,505	11,693	55,887	54,080	(1,808)		159,319
	<u>185,020</u>	<u>202,802</u>	<u>418,089</u>	<u>469,771</u>	<u>51,682</u>		<u>1,578,119</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	3,414	2,000	3,738	3,667	(74)		10,000
Civic Relations	0	333	0	1,000	1,000		4,000
Insurance	261	0	185,839	190,000	4,161		190,000
Donations	575	3,000	5,800	13,000	7,200		40,000
Cost of Assessment	0	0	0	0	0		250,996
Property Taxes - L.P.P.	10,084	8,000	10,084	8,000	(2,084)	4	8,000
	<u>14,333</u>	<u>13,333</u>	<u>205,460</u>	<u>215,667</u>	<u>10,207</u>		<u>502,996</u>
	<u>213,727</u>	<u>230,477</u>	<u>665,404</u>	<u>730,212</u>	<u>64,808</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	606,780	606,780	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>609,580</u>	<u>609,580</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	475,467	475,467	0		2,105,864
Water Costs Fire Protection	325,000	325,000	325,000	325,000	0		325,000
	<u>483,489</u>	<u>483,489</u>	<u>800,467</u>	<u>800,467</u>	<u>0</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	37,131	37,131	(0)		148,525
EMO Director/Committee	80	833	160	2,500	2,340		10,000
	<u>12,457</u>	<u>13,210</u>	<u>37,291</u>	<u>39,631</u>	<u>2,340</u>		<u>158,525</u>
Other							
Animal & Pest Control	1,415	792	1,415	2,375	960		9,500
Other	0	833	0	2,500	2,500		10,000
	<u>1,415</u>	<u>1,625</u>	<u>1,415</u>	<u>4,875</u>	<u>3,460</u>		<u>19,500</u>
Total Protective Services	<u>699,621</u>	<u>700,584</u>	<u>1,448,753</u>	<u>1,454,553</u>	<u>5,800</u>		<u>5,038,809</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	201,644	210,208	484,212	492,097	7,885		1,776,862
Workshops, Yards & Equipment	78,050	88,009	216,148	188,026	(28,122)	5	594,104
Engineering	0	625	0	1,875	1,875		7,500
	<u>279,694</u>	<u>298,842</u>	<u>700,360</u>	<u>681,998</u>	<u>(18,362)</u>		<u>2,378,466</u>
Street Cleaning & Flushing							
Streets	0	5,000	0	7,000	7,000		40,000
Roads & Streets	31	4,000	1,007	11,000	9,993		65,000
Crosswalks & Sidewalks	3,262	714	4,988	2,141	(2,848)	6	20,563
Culverts & Drainage Ditches	783	5,417	783	16,250	15,467		65,000
Snow & Ice Removal	88,772	84,000	393,605	332,000	(61,605)	7	554,000
	<u>92,848</u>	<u>99,130</u>	<u>400,383</u>	<u>368,391</u>	<u>(31,992)</u>		<u>744,563</u>
Street Lighting	11,834	11,500	33,812	34,500	688		145,000
Traffic Services							
Street Signs	405	1,000	405	3,000	2,595		12,000
Traffic Lanemarking	0	0	0	0	0		30,000
Traffic Signals	1,479	3,333	4,301	10,000	5,699		40,000
Railway Crossing	1,227	1,667	3,535	5,000	1,465		20,000
	<u>3,111</u>	<u>6,000</u>	<u>8,241</u>	<u>18,000</u>	<u>9,759</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	438	625	187		2,500
	<u>146</u>	<u>208</u>	<u>5,938</u>	<u>6,125</u>	<u>187</u>		<u>74,000</u>
Total Transportation Services	<u>387,633</u>	<u>415,681</u>	<u>1,148,735</u>	<u>1,109,014</u>	<u>(39,720)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	16,236	16,250	51,089	48,750	(2,339)		195,000
Solid Waste Disposal Compost	847	2,083	2,861	6,250	3,389		25,000
Solid Waste Collection	23,186	24,167	69,558	72,500	2,942		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	24,082	23,750	(332)		95,000
Clean Up Campaign	0	0	521	0	(521)		40,000
	<u>48,296</u>	<u>50,417</u>	<u>148,112</u>	<u>151,250</u>	<u>3,138</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	60,382	46,773	147,603	145,304	(2,299)		460,200
Planning Projects	678	7,083	3,422	21,250	17,828		85,000
Heritage Committee	0	208	0	625	625		2,500
	<u>61,059</u>	<u>54,065</u>	<u>151,025</u>	<u>167,179</u>	<u>16,154</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	24,695	24,695	24,695	24,695	0		98,780
	0	3,200	0	3,200	3,200		3,200
	<u>24,695</u>	<u>27,895</u>	<u>24,695</u>	<u>27,895</u>	<u>3,200</u>		<u>101,980</u>
	<u>85,754</u>	<u>81,960</u>	<u>175,720</u>	<u>195,074</u>	<u>19,354</u>		<u>649,680</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
Recreation & Cultural Services							
Administration	41,039	46,981	85,678	83,788	(1,890)		259,500
Beaches	0	0	53	0	(53)		39,000
Rothsay Arena	38,478	40,713	93,955	99,311	5,356		332,680
Memorial Centre	8,966	12,083	16,096	20,250	4,154		57,000
Summer Programs	2	0	54	0	(54)		61,000
Parks & Gardens	44,599	39,475	97,486	114,425	16,939		585,700
Rothsay Common Rink	11,444	4,311	26,657	21,434	(5,223)	8	48,335
Playgrounds and Fields	2,196	5,750	7,556	17,250	9,694		110,000
Regional Facilities Commission	0	0	106,774	106,774	0		427,095
Kennebecasis Public Library	7,089	7,089	21,266	21,266	0		85,065
Special Events	579	833	4,575	6,500	1,925		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	259	259		1,035
	<u>154,391</u>	<u>157,321</u>	<u>460,151</u>	<u>491,257</u>	<u>31,107</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	349	333	975	1,000	25		198,857
Debt Payments	0	0	0	0	0		1,033,000
	<u>349</u>	<u>333</u>	<u>975</u>	<u>1,000</u>	<u>25</u>		<u>1,231,857</u>
Transfers To:							
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>349</u>	<u>333</u>	<u>975</u>	<u>1,000</u>	<u>25</u>		<u>3,752,357</u>

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Town of Rothesay

Variance Report - General Fund

3 months ending March 31, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Recreation Programs	\$ 6,806	\$ 1,139	\$ 5,667	2018 RHS Field revenue
2	Interest & Sundry	\$ 8,997	\$ 1,250	\$ 7,747	Interest on cash on hand
3	Fire Dept. Administration	\$ 3,000	\$ -	\$ 3,000	New agreement
				Total	\$ 10,747
				Variance per Statement	\$ 11,177
				Explained	96.15%
Expenses					
General Government					
4	Property Taxes LPP	\$ 10,084	\$ 8,000	\$ (2,084)	Assessment increases on vacant land
Protective Services					
\$ -					
Transportation					
5	Workshops, Yards & Equipment	\$ 216,148	\$ 188,026	\$ (28,122)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$19,000
6	Crosswalks & Sidewalks	\$ 4,988	\$ 2,141	\$ (2,847)	Light repairs
7	Snow & Ice Removal	\$ 393,605	\$ 332,000	\$ (61,605)	Salt & Sand purchases
Environmental Health					
Environmental Development					
\$ -					
Recreation & Cultural Services					
8	Rothesay Common Rink	\$ 26,657	\$ 21,434	\$ (5,223)	Power high, camera and server replacement
				Total	\$ (99,881)
				Variance per Statement	\$ 83,766
				Explained	-119.24%

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Town of Rothesay

Capital Projects 2019
General Fund
3 Months Ended 3/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
General Government								
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		
Total General Government	140,000	0	0	140,000	5,344	134,656		
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	5,774	300,226		
Total Protective Services	306,000	0	0	306,000	5,774	300,226		
Transportation								
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	0	352,600	3/4T Pickup (R072)	Budget 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	7,348	1,597,652	Single Axle Plough (R035)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	5,118	1,444,882	Single Axle Plough (R038)	225,000
Unassigned:						0		580,000
Designated Highway	282,500		-282,500	0		0		-
Secondary Plan	50,000			50,000		50,000		
Total Transportation	3,697,500	3,407,600	-179,900	3,517,600	12,466	3,505,134		
Recreation								
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	967	454,033		
12026760 McGuire Centre Renos R-2019-003	0			0	11,948	-11,948		85,000 8,169
Total Recreation	1,675,000	527,500	42,500	1,717,500	24,747	1,692,753		
Carryovers								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752		
12025360 Asphalt/Microseal T-2017-001	0			0	46,553	-46,553		
	0	0	0	0	48,305	-48,305		
Total	\$ 5,818,500	\$ 3,935,100	-\$ 137,400	\$ 5,681,100	\$ 96,635	\$ 5,584,465		
Funding								
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		
	\$ 5,681,100	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,253,100	\$ 1,165,500		
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500		

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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
General Government									
12010560	90,000			90,000	5,344	84,656			
12010660	50,000			50,000	0	50,000			
Total General Government	140,000	0	0	140,000	5,344	134,656			
Protective Services									
12011560	306,000			306,000	5,774	300,226			
Total Protective Services	306,000	0	0	306,000	5,774	300,226			
Transportation									
12021360	580,000	352,600	-227,400	352,600	0	352,600	3/4T Pickup (R072)	60,000	
12023860	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660	1,795,000	1,605,000	-40,000	1,605,000	7,348	1,597,652	Single Axle Plough (R035)	225,000	
12026860	930,000	1,450,000	370,000	1,450,000	5,118	1,444,882	Single Axle Plough (R038)	225,000	
12026960	170,000	0	0	0	4,484	-4,484			
Unassigned:						0		580,000	-
Designated Highway	282,500		-282,500	0	0	0			
Secondary Plan	50,000			50,000		50,000			
Total Transportation	3,867,500	3,407,600	-179,900	3,517,600	16,950	3,500,650			
Recreation									
12012060	100,000			100,000	0	100,000			
12020760	40,000			40,000	3,662	36,338			
12020860	85,000	72,500	-12,500	72,500	8,169	64,331	Truck	60,000	
12025260	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360	400,000	455,000	55,000	455,000	967	454,033			
12026760	0			0	17,946	-17,946		85,000	8,169
Total Recreation	1,675,000	527,500	42,500	1,717,500	30,745	1,686,755			
Carryovers									
12026260	0			0	1,752	-1,752			
12025360	0			0	46,553	-46,553			
	0	0	0	0	48,305	-48,305			
Total	\$ 5,988,500	\$ 3,935,100	-\$ 137,400	\$ 5,681,100	\$ 107,118	\$ 5,573,982			
Funding									
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			
	\$ 5,681,100	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,253,100	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

Town of Rothesay

Utility Fund Financial Statements

March 31, 2019

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

N/A

Project Listing - March

U6

Project Listing - April - Draft

U7

Town of Rothesay
Capital Balance Sheet
As at 3/31/19

ASSETS

Assets:

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

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

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

Current:

Util Capital due to/from Util Operating	(700,000)
Total Current Liabilities	<u>(700,000)</u>

Long-Term:

Long-Term Debt	9,200,726
Total Liabilities	<u>8,500,726</u>

EQUITY

Investments:

Investment in Fixed Assets	28,264,248
Total Equity	<u>28,264,248</u>
TOTAL LIABILITIES & EQUITY	<u><u>36,764,974</u></u>

Town of Rothesay
Utility Reserve Balance Sheet
As at 3/31/19

ASSETS

Assets:	
Bank - Utility Reserve	1,103,226
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,114,121</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	761,255
Invest. in Utility Operating Reserve	103,162
Invest. in Sewage Outfall Reserve	249,704
TOTAL EQUITY	<u>\$ 1,114,122</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 3/31/19

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	2,487,657
Accounts Receivable - Misc.	1,200
Accounts Receivable - Projects	437,430
Total Current Assets	<u>2,926,287</u>
Other Assets:	
Projects	25,381
	<u>25,381</u>
 TOTAL ASSETS	 <u>\$ 2,951,669</u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	118,770
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	18,685
Total Liabilities	<u>891,998</u>

EQUITY

Surplus:	
Opening Retained Earnings	80,599
Profit (Loss) to Date	1,979,073
	<u>2,059,671</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 2,951,669</u>

Town of Rothesay
Utilities Operating Income Statement
3 Months Ended 3/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	263,701	274,875	263,457	274,875	(11,418)	1	1,050,000
Meter and non-hookup fees	11,477	10,525	11,672	10,525	1,147		42,100
Water Supply for Fire Prot.	325,000	325,000	325,000	325,000	0		325,000
Local Improvement Levy	59,073	59,000	59,073	59,000	73		59,000
Sewerage Services	1,638,844	1,610,000	1,638,844	1,610,000	28,844	2	1,610,000
Connection Fees	41,700	7,778	41,700	7,778	33,922	3	70,000
Interest Earned	6,914	4,167	21,371	12,500	8,871	4	50,000
Misc. Revenue	225	182	1,075	547	528		2,187
Infrastructure Grants	0	0	39,180	0	39,180	5	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	2,346,934	2,291,527	2,413,086	2,311,938	101,148		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	100,000	100,000	100,000	100,000	0		400,000
Audit/Legal/Training	45	708	170	2,125	1,955		11,500
Purification & Treatment	34,572	38,659	84,821	89,068	4,247		357,000
Transmission & Distribution	4,925	6,667	25,866	20,000	(5,866)	6	112,000
Power & Pumping	4,087	3,500	11,484	10,500	(984)		42,000
Billing/Collections	97	333	1,154	1,000	(154)		4,000
Water Purchased	91	50	91	150	59		600
Misc. Expenses	3,470	1,000	3,600	3,000	(600)		12,000
TOTAL WATER SUPPLY	147,287	150,917	227,186	225,843	(1,343)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	150,000	150,000	150,000	150,000	0		600,000
Audit/Legal/Training	585	1,000	1,072	3,000	1,928		19,000
Collection System Maintenance	0	2,667	2,003	8,000	5,997		64,000
Sewer Claims	0	1,667	438	5,000	4,562		20,000
Lift Stations	6,867	3,500	12,797	10,500	(2,297)	7	42,000
Treatment/Disposal	19,079	16,250	30,994	28,750	(2,244)	8	92,000
Infiltration Study	0	0	2,192	0	(2,192)	9	0
Misc. Expenses	6,278	5,000	7,332	6,250	(1,082)	10	7,502
TOTAL SWGE COLLECTION & DISPOSAL	182,809	180,083	206,827	211,500	4,673		844,502
FISCAL SERVICES							
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
TOTAL FISCAL SERVICES	0	0	0	0	0		1,436,398
TOTAL EXPENSES	330,096	331,001	434,013	437,344	3,330		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	2,016,838	1,960,526	1,979,073	1,874,594	104,479		0

Town of Rothesay

Variance Report - Utility Operating
Months Ended March 31, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	263,457	274,875	(11,418)	Billing correction
2	Sewerage Services	1,638,844	1,610,000	28,844	Residential and Multi Residential
3	Connection Fees	41,700	7,778	33,922	New connections
4	Interest Earned	21,371	12,500	8,871	Interest on receivables, cash on hand
5	Infrastructure Grants	39,180	-	39,180	CWWF grant
Water					
6	Transmission & Distribution	25,866	20,000	(5,866)	Water leak repairs \$14,000
Sewer					
7	Lift Stations	12,797	10,500	(2,297)	Power high
8	Treatment & Disposal	30,994	28,750	(2,244)	Power high, property tax increased
9	Infiltration Study	2,192	-	(2,192)	Offset by grant
10	Misc. Expense	7,332	6,250	(1,082)	Clothing purchases
Fiscal Services					

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Town of Rothesay

Capital Projects 2018
Utility Fund
3 Months Ended 3/31/19

	Original BUDGET	Rvisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		0	300,000
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>\$ 5,332</u>	<u>\$ 919,668</u>
SEWER				
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
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>20,049</u>	<u>2,339,951</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>25,381</u>	<u>3,259,619</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>25,381</u>	<u>3,259,619</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
\$	\$ 3,285,000	\$ 285,000	\$ -	\$ 1,000,000	\$ 1,400,000	\$ 600,000

Draft!

Town of Rothesay

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

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		0	300,000
12044330 Hillsvievw/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>\$ 5,332</u>	<u>\$ 919,668</u>
SEWER				
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
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>20,049</u>	<u>2,339,951</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>25,381</u>	<u>3,259,619</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>25,381</u>	<u>3,259,619</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
\$	\$ 3,285,000	\$ 285,000	\$ -	\$ 1,000,000	\$ 1,400,000	\$ 600,000

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	<u>30,500.00</u>	<u>3,500.00</u>

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
Shooting Stars Booster Club		250.00
Walk for Muscular Dystrophy		250.00
sub	<u>5,000.00</u>	<u>4,800.00</u>

<u>35,500.00</u>	<u>8,300.00</u>
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G/L Balance	<u>8,300.00</u>
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Mayor's Expense	7,500.00	
Saint Andrews Society		110.00 Burns dinner
Touchstone Academy		390.00 Amazetorium
International 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
	<u>7,500.00</u>	<u>1,506.47</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>18,106.47</u>
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TOWN OF ROTHESAY

FINANCE COMMITTEE

April 25, 2019

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent: Councillor Grant Brenan

Guests: Peter Logan & Chelsea Nichols, Teed Saunders Doyle

The meeting was called to order at 8:20. In Councillor Brenan's absence Deputy Mayor Alexander assumed the chair. The agenda and minutes were accepted as presented (DS/NG).

2018 Draft Audited Financial Statements

Treasurer MacDonald made introductions, and said there will be minor amendments to these statements, but they are substantially correct. He reviewed the difference between these statements (PSAS) and our operating statements seen through the year. For example, Grants from other levels of Government for capital projects are shown as revenue, which results in a larger reported surplus. The audited financial statements also report amortization of capital assets now, which is helpful for capital planning. Finally, the financial reporting is prepared on a consolidated basis including the Rothesay share of the KFPF, KVFD and the Library. Net Debt represents the value of financial assets and liabilities. Rothesay had a reduction in net debt in 2018 of \$1,580,000.

The 2018 flood numbers are shown both in revenue, as insurance and grants, and the total expenses under transportation. There was a brief discussion on the results of the 2018 flood and the implications of the 2019 flood.

Note 24 is also important as it shows the reconciliation of the PSAS surplus to the operating surplus. The funding surplus for the General Fund is \$99,250 and for the Utility Fund \$80,211.

Mr. Logan advised that it was a clean audit with no adjustments required. There is no management letter, but there is now the governance reporting letter which will state no changes to internal controls are necessary. He also stated the other entities statements are final. Other items raised: Developers' Contributions is the assets we assume for new streets; there were none for 2018. Office Building includes all expenses for The Hive, offset by grants in revenue.

At the Council meeting, Treasurer MacDonald will present and Mr. Logan will confirm. It was agreed **to refer the statements (as amended) to Council (NG/DS).**

Chairman Alexander thanked the TSD representatives and they left the meeting.

Treasurer MacDonald commented the auditor provided excellent service at a very competitive cost therefore recommended they be reappointed for the 2019 fiscal period.

It was agreed to **recommend to Council to reappoint Teed Saunders Doyle as auditors for 2019 (NG/DS).**

March Financial Statements

Treasurer MacDonald reviewed the financial statements and variance report. We received news that the new salt shed roof will mostly be covered by insurance. The Snow and Ice Removal budget will have to be increased, mostly for the use of salt and sand. Treasurer MacDonald reviewed the new Capital Projects report, now showing any revisions Council has made to the original capital budget. On Utilities, the power for the new lift stations is running higher than budgeted. The water leak on Pugsley Court was a temporary fix and will need further repairs. The Church Avenue project will have a number of components across both funds.

It was agreed **the financial statements for both funds should be referred to Council for approval (DS/NG).**

Donations

The monthly report was accepted as presented (NG/DS) and the request from Shining Horizons was denied. (NG/DS).

Municipal Plan Finance Section

Deferred for further revision.

Compliance Report

Accepted as presented.

Next Meeting

May 23rd, 8:15 a.m. in the Sayre Room. The meeting adjourned at 10:15.



ROTHESAY

Emergency Measures Committee
Monday, April 8, 2019 at 9:00 a.m.
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS
COUNCILLOR BILL McGUIRE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE
TREASURER DOUG MACDONALD
RECORDING SECRETARY LIZ POMEROY

Chairperson Lewis called the meeting to order at 9:00 a.m.

1. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular meeting of March 11, 2019

MOVED by Mayor Grant and seconded by Counc. McGuire the minutes of March 11, 2019 be approved as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. OLD BUSINESS

5.1 Review Task List from March meeting

DPDS White advised staff reviewed the discussion at the March meeting and compiled a task list in preparation of the 2019 spring freshet. Before a plan can be executed, the Town's role must be confirmed with respect to the provision of services and materials. He reported an information sheet regarding proper techniques to construct a sandbag wall was prepared and will be available on the Town website. He noted, he and Treasurer MacDonald, attended a regional EMO meeting with EMO Directors from neighbouring municipalities, Provincial representatives such as Les Weber, and representatives of the Red Cross.

Treasurer MacDonald advised without confirmed support from the Provincial government, prior to the event of an emergency, municipalities have developed different approaches to the provision of services and materials to mitigate potential flooding. He noted there was general consensus among the municipalities to provide access to sand during the 2019 spring freshet. He added some municipalities have indicated an interest in providing

sandbags and apparatus to fill sandbags only in the event of an emergency. DPDS White confirmed water levels in the river were recently recorded at 2.2 meters – an advisory level as 4.2 meters is considered flood level. In response to an inquiry, Town Manager Jarvie reported an estimated 70,000 – 80,000 sandbags were available to residents through the Town last year during the flood. Treasurer MacDonald advised discussions are underway regarding plans to protect Town assets such as the Bill McGuire Centre and lift stations in the event of a flood.

There was discussion with respect to the pros and cons of the Town assuming a similar role as last year regarding the provision of services and materials during the spring freshet. It was noted it is expected residents are aware of the possibility of flooding and have likely begun preparations. It was suggested the following be provided by the Town: sand, sandbags (roughly 20,000 to be used in the event of an emergency), and a communication channel – such as a Facebook page – to act as a forum to connect volunteers and residents that require assistance. Counc. McGuire expressed concern that not all residents use social media. It was suggested a letter be sent to residents in the flood zone encouraging preparations to mitigate potential flooding as well as identifying resources available such as sand, the Provincial River Watch website, and a communication channel to request assistance from volunteers. There was consensus to discuss the aforementioned recommendations at the regular Council meeting this evening.

There was further discussion with respect to sand, sandbags, and sandbagging operations in the event of an emergency. The following comments were made: other municipalities are likely to be impacted by flooding before Rothesay; this provides sufficient warning time to implement mitigation measures; the location of sand for public use and emergency sandbagging operations be determined at the discretion of staff; use of sand from street sweepers is discouraged as the sand may be contaminated and mixed with other materials; and a suggestion to purchase the Town's supply of sandbags from suppliers outside of the local area to prevent depletion of local resources for residents.

Town Manager Jarvie advised staff are discussing a potential site plan to control traffic flow and congestion within a designated sandbagging area. Mayor Grant noted the importance of communication and suggested a video be prepared notifying residents of the preparations underway by the Town and resources available to community members during a flood.

There was discussion with respect to the position of municipal EMO Director. Town Manager Jarvie advised Quispamsis was amenable to the Fire Chief, or his delegate, acting as Rothesay's municipal EMO Director. Mayor Grant suggested a session be scheduled to discuss the role of Council should a flood occur.

Counc. Lewis suggested a registration area for volunteers be included in the site plan for sandbagging. He noted this will help identify volunteers in order to thank them for their assistance.

6. NEW BUSINESS**6.1 Update on Spring Freshet 2019**

Town Manager Jarvie advised staff monitor the Provincial River Watch website for updates on the 2019 spring freshet. He added the website is available to the public. In response to an inquiry, Treasurer MacDonald noted a link to the River Watch website is available on the Town website and social media. Town Manager Jarvie advised the information is also available on an application for mobile devices. Counc. McGuire commented it may be advantageous to maintain permanent water barriers on private property. Town Manager Jarvie cautioned that permanent barriers may retain rain water and create additional concerns. There was consensus to communicate to residents that preparations to mitigate flood concerns are underway by the Town; however the protection of private property is the primary responsibility of the property owner.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, April 23, 2019.

9. ADJOURNMENT

MOVED by Counc. McGuire and seconded by Mayor Grant the meeting be adjourned.

CARRIED.

The meeting adjourned at 9:53 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2019 May 13 Open Session FINAL 171
Rothesay Hive Advisory Committee Meeting

Tuesday, April 16, 2019
Rothesay Town Hall – Sayre Room
10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT (*left the meeting at 11:30 a.m.*)
COUNC. MIRIAM WELLS
JULIE ATKINSON
GINA CHIARELLA
SCOTT COCHRANE (*left the meeting at 11:45 a.m.*)
JILL JENNINGS
DR. SHAWN JENNINGS
JEAN PORTER MOWATT
DIANE O'CONNOR
NEA STEPHENSON
ROBERT TAYLOR (*left the meeting at 11:40 a.m.*)

NATALIE REID, YMCA OF GREATER SAINT JOHN

TOWN MANAGER JOHN JARVIE
DIRECTOR OF RECREATION/PARKS CHARLES JENSEN
RECORDING SECRETARY LIZ POMEROY

ABSENT: STEPHANIE TOMILSON

The meeting was called to order at 10:00 a.m.

Counc. Wells welcomed Committee members and gave a brief background of the Hive. Introductions were made. Mayor Grant reported she is an ex-officio non-voting member of the Committee.

1. Election of Officers (Chair & Vice Chair)

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

Counc. Wells called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated D. O'Connor as Vice Chairperson. There being no other nominations, D. O'Connor was elected Vice Chairperson by acclamation.

2. Code of Ethics

Counc. Wells requested Committee members return completed Appointee statement from the Code of Ethics to the Town Clerk's Office at their earliest convenience.

3. Approval of Agenda

MOVED by S. Jennings and seconded by J. Porter Mowatt the agenda be approved as circulated.

CARRIED.

4. Meeting dates

11 April 2019

Memorandum from Town Clerk Banks

RECEIVED FOR INFORMATION.

5. Approval of Minutes

N/A

6. Reports and Presentations**6.1 February 2019 Final Report Age Friendly Committee****RECEIVED FOR INFORMATION.****6.2 Rothesay Procedural By-law/Terms of Reference/YMCA agreement**

22 February 2019

Memorandum from Town Clerk Banks

6 February 2019

Memorandum from Town Manager Jarvie RE: Rothesay/YMCA agreement

RECEIVED FOR INFORMATION.**6.3 PNB map Age Friendly Communities**

Counc. Wells advised the map identifies Age-Friendly Recognition Award recipients as well as communities that have achieved a minimum of the second milestone as per the Age-Friendly Award criteria. She noted the Rothesay Hive Age Friendly Community Centre is a result of the Town's efforts to become an Age-Friendly community.

6.4 R Insider Spring 2019 Grand Opening Announcement

Counc. Wells noted the R-Insider Spring 2019 was distributed to residents and includes notification of the grand opening of the Rothesay Hive Age Friendly Community Centre.

7. Unfinished Business

N/A

8. New Business**8.1 PNB Age Friendly Recognition Program changes**

26 February 2019

Letter from Minister Dorothy Shephard

Counc. Wells noted revisions to the Age-Friendly Recognition Program include development of an open application process so communities can submit applications any time throughout the year, as well as a requirement to include renewal information for maintaining age-friendly recognition status. J. Porter Mowatt clarified that renewal information is required every three years.

8.2 Communications/Marketing

Verbal Report

Natalie Reid

The Committee reviewed mock-ups for promotional materials in the form of a pull-up banner, monthly events, and letterhead. There was discussion with respect to colour, font, readability, spacing, and the Rothesay Hive logo – layout, size, colour, and text. It was requested the hyphen be removed from “Age-Friendly”, and Rothesay Hive logo colours be incorporated into the promotional materials.

There was consensus to approve the draft pull-up banner with the following revisions: logos located at the top of the banner be in colour on a white background; similar font used in the Rothesay Hive logo be used for any text in relation to the Rothesay Hive; the text “Rothesay Hive” be capitalized and listed on a separate line mid-banner; the photos remain as displayed; and the links with icons at the bottom of the banner be listed in a left justified format. J. Atkinson noted she will investigate the specific font used in the Rothesay Hive logo and report back to N. Reid.

With respect to monthly events, the Committee noted a preference for a calendar format – available electronically as well as in hardcopy format – as opposed to detailed listings. It was suggested icons be used to display regular recurring events, and the turquoise colour on the draft calendar be changed to one of the colours of the Rothesay Hive logo. N. Reid noted colours on promotional materials are determined by a YMCA style guide however she will look into the matter. Counc. Wells noted the importance of providing a monthly calendar of activities at the grand opening on May 23rd. In response to an inquiry, it was noted bilingual promotional materials are not required.

The Committee approved the sample letterhead with the following revisions: the blue line be removed below the logos; the font be changed to the font used in the Rothesay Hive logo; the size of the logos be adjusted to ensure sufficient whitespace and margins; and “Rothesay Hive” be capitalized. Mayor Grant noted she intends to use the letterhead for invitations to the grand opening and requested the final template be confirmed as soon as possible.

It was suggested the Rothesay Hive logo be trademarked, a phone number be included once provided, and a style guide be created for Rothesay Hive promotions including font and colour. N. Reid advised the Rothesay Hive will be promoted on the YMCA’s social media, website, and new website targeted to older adults.

In response to an inquiry, N. Reid advised a candidate was selected for the position of Rothesay Hive Coordinator; an announcement will be made in the near future; and it is anticipated the individual will begin April 29th. Counc. Wells acknowledged the assistance D. O’Connor and R. Taylor provided during interviews.

8.3 Grand Opening Event discussions

It was noted: Mayor Grant will send invitations (on Rothesay Hive letterhead) to the Premier, Wayne Long - MP, Ted Flemming - MLA, Minister Filomena Tassi, Minister Dorothy Shepard, Saint John MLAs, and mayors of neighbouring municipalities; invitations will also be sent via email to Rothesay councillors, the Newcomers Association, Provincial government representatives, principals of local schools, members of the disbanded Rothesay Age-Friendly Committee, YMCA representatives, sponsors, and community members; advertisement of the event be available on social media, the Town and YMCA websites, the R-Insider, inserts in utility bills, the Spring Speaker Series poster, the electronic information kiosks, bulletin boards, and various media outlets through a media release; D. O’Connor agreed to contact media outlets to request public service announcements regarding the event; overflow space will be made available in Town Hall if necessary during the event; Rothesay Hive letterhead will be used to promote the event on bulletin boards throughout the community; Rothesay High School students will provide musical entertainment; Cochran’s Country Market will cater the event; Committee suggestions for catering include sweets, cheese and crackers, fruit from Cochran’s and beverages purchased from Java Moose with the exception of water and a punch; N. Stephenson agreed to pick-up balloons to decorate the staircase in the Town Hall lobby; and DRP Jensen agreed to obtain sound equipment for keynote speakers.

There was discussion with respect to a budget for the event and associated costs. It was noted since the next Committee meeting is scheduled two days prior to the event the Committee agreed to schedule a special Committee meeting for May 14th to provide sufficient time to discuss further details regarding the event.

8.3 Furnishing the Rothesay Hive

Counc. Wells listed potential items to furnish the Hive including chairs, a coffee table, a coffee cart, tables, a desk, a bulletin board, a television, donated artwork, framed photographs from the Rothesay Living Museum collection, lamps, pillows, and kitchen items.

Mayor Grant left the meeting.

N. Reid displayed an itemized list of suggested items for the kitchen and exercise equipment inclusive of quantity and estimated cost. The Committee suggested inexpensive items be purchased, the quantity of coffee mugs be doubled, and disposable cups be purchased in case the non-disposable supply is inadequate. It was suggested red coffee mugs be purchased as a nod to the YMCA.

R. Taylor left the meeting.

D. O'Connor inquired if the Hive could host Zoomers, an organization providing seniors fitness classes. N. Reid commented that Zoomers is not related to the YMCA thus she will investigate the matter. She clarified that equipment purchased for the Hive will belong to the facility, not the YMCA. Counc. Wells noted donations are always welcome.

8.4 Hive Programming

Verbal Report

Natalie Reid

N. Reid reviewed a survey was drafted for the purpose of distributing to community members to identify program interests. It was noted outdoor activities were included to gauge interest in possible outings or creation of clubs. It was suggested the survey be available electronically as well as in hardcopy format, and business cards be used to promote the survey.

S. Cochrane left the meeting.

N. Reid notified the Committee of the upcoming 50+ Games meet and greet at the Regional YMCA on June 3rd at 10:30 a.m. and invited all to attend. She added a funding application was submitted for the "Old Ladies Home" Fund through the Community Foundation. It was agreed the Committee will discuss the potential hours of operation for the Hive at the next meeting.

9. DATE OF NEXT MEETING:

The next meetings are scheduled for Tuesday, May 14th, 2019 at 10 a.m. and Tuesday, May 21st, 2019 at 10 a.m.

10. ADJOURNMENT

MOVED by J. Porter Mowatt and seconded by S. Jennings the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:52 a.m.

 CHAIRPERSON

 RECORDING SECRETARY



ROTHESAY

Works and Utilities Committee Meeting
2019 May 13 Open Session FINAL - 173
Wednesday, April 17, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

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

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 5:30 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Smith and seconded by Counc. Wells the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Graham and seconded by Counc. Wells the minutes of 20 March 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

Deputy Mayor Alexander commented that the total tonnage is expected to increase following Spring Clean-Up.

RECEIVED FOR INFORMATION.

5.3 Update on Station Road

➤ 11 April 2019

Letter to residents RE: Proposed traffic pattern change

DO McLean advised the letter was distributed to residents and feedback has not been received. Counc. Wells commented she often witnesses drivers fail to make a complete stop on Gondola Point Road travelling towards Rothesay Road. She inquired if it may be advantageous to install flashing lights on the stop sign to deter this dangerous behavior. DO McLean advised he will look into the matter. It was suggested the Police be contacted to monitor the area. S. Smith commented that it may

not be worthwhile to add flashing lights to one stop sign and not others in the Town. He added drivers are expected to abide by all traffic signs.

6. CORRESPONDENCE FOR ACTION

- 6.1 15 April 2019 Report prepared by DO McLean RE: Christopher Lane Sewer Issues
3 April 2019 Letter from resident RE: Sewage issue on Christopher Lane

DO McLean advised staff have discussed the issue with the property owner. The property owner was notified it is a private lateral, not a Town main, and was encouraged to flush the line until it flows correctly and complete a video inspection of the lateral to determine the cause of the back-up. There is no evidence indicating the Town installed the lateral or assumed responsibility for the lateral when constructed; and further the shared lateral is on private property and does not meet Town standards. There was discussion with respect to similar issues in the past. In response to an inquiry, Town Manager Jarvie advised the cost to install a system that meets Town standards is significantly higher than the cost to clear the lateral.

MOVED by Counc. Wells and seconded by S. Smith the Works and Utilities Committee advise Council to uphold the Utility's position that Christopher Lane is a private driveway and the sewer lateral, whether it is shared or not, is a private responsibility.

CARRIED.

- 6.2 5 April 2019 Email from resident RE: Request for curb on Eriskay Drive
Deputy Mayor Alexander clarified the request is to widen the road and install curb from Highland Avenue to Edgemont Lane. DO McLean advised: the developer was not amenable to the installation of curb when the area was developed; additional drainage work is required thus a significant cost is associated with the installation of curb in the area; and the cause of the damage may be from plow trucks thus repairs will be completed by Town staff.

MOVED by S. Smith and seconded by P. Graham a letter be sent advising the resident of the Committee's discussion; and further that damage caused by plow trucks is repaired annually by Town.

CARRIED.

7. NEW BUSINESS

- 7.1 Spring Clean-Up:
➤ Solid Waste May 20 - 24, 2019
➤ Compost May 27 - 31, 2019

The Committee reviewed the dates.

7.2 Waste Collection Notice

Deputy Mayor Alexander advised inserts were included with utility bills. The Committee commended communication efforts undertaken to notify residents of the changes.

7.3 Post Road

DO McLean advised during the 2018 Spring Freshet flooding occurred in the area of Post Road near Elizabeth Parkway through the storm sewer. Video inspection was completed and a "duckbill" valve will be installed to mitigate the issue. Town staff will monitor the situation.

7.4 Mulberry Lane

Town Manager Jarvie advised discussions with property owners are underway regarding the acquisition of land to install a “P-loop”. A map was displayed of the layout of existing properties in the area. Town Manager Jarvie added it is expected the matter will be discussed further in May.

7.5 Drainage concern on Usher Court

DO McLean advised: prior to development of the land Town staff notified the property owner that the natural wet condition of the land may cause issues; to mitigate issues the property owner installed a catch basin in the backyard and the Town provided a point of access to the Town storm sewer system from the pipe in the catch basin; organic material caused a blockage in the catch basin and the accumulated water entered the residence through a basement door; the homeowner claims maintenance of the catch basin is a Town responsibility. The following comments were made: the accumulated water is a result of overland flow; the property owner was aware of the potential issues when the property was developed; the catch basin was installed by the Town at the request of the property owner and is on private property; and stormwater entering the property from Town owned land can be redirected however the flow of water from neighbouring properties is likely to continue to enter the property. In response to an inquiry, Town Manager Jarvie advised Town staff have discussed the matter with the property owner and the matter is ongoing. He added the item was included to apprise the Committee.

7.6 Private water system

➤ 22 June 2018 Letter from resident RE: Long Term Plan for Private Water System

DO McLean advised extending municipal water to Green Road was discussed in the past but unsuccessful due to the significant cost and lack of interest from residents. Municipal water could be extended to the area in the future pending development of the Hillside area. The owner indicated property owners were not amenable to assuming ownership of the system. When questioned, the Department of Environment indicated the Town could operate the system in its current state. Maintenance of the system has been upheld with new equipment however the system does not meet Town standards to ensure an appropriate quality of water is provided. There was discussion with respect to the pros and cons of assuming ownership of the system. It was noted homeowners may not be aware of the matter due to turnover in property ownership. It was suggested the owner be encouraged to schedule a meeting with customers to discuss options. Town Manager Jarvie advised Town staff can also attend the meeting.

8. CORRESPONDENCE FOR INFORMATION**8.1 Water By-law**

2 April 2019	Report prepared by DO McLean
1 April 2019	Request to present to Council RE: Water By-law 1-18
<i>Various</i>	Emails/letters from property owners (9) RE: Water By-law 1-18

Deputy Mayor Alexander noted property owners and tenants of multi-unit properties attended the last Council meeting to state their opposition to By-law 1-18. Concerns expressed related to a significant upfront cost, and enactment of the By-law without prior notice to property owners. It was noted less than half of the property owners impacted by the By-law attended the Council meeting and voiced concerns. There was a lengthy discussion. DO McLean reported he was questioned by an individual as to why residents of Kennebecasis Park (K-Park) were permitted a longer payback period for a similar matter. He noted the ten year period available in By-law 1-18 is interest-free whereas residents of K-Park pay interest. The importance of providing a safe, reliable source of water was

stressed. Another point of contention raised following the Council meeting was the location of a gas station in close proximity to the Carpenter Pond Wellfield. DO McLean advised there are safeguards in place such as a treatment plant to ensure contamination does not occur. There was further discussion with respect to options and equitability. Town Manager Jarvie advised it is unlikely the By-law will be rescinded as it contains all requirements related to the Town's utility. The Committee agreed that multi-unit and commercial properties be required to pay an equitable annual fixed cost. Town Manager Jarvie advised Council directed staff to prepare a report regarding options.

8.2 Contract T-2019-002: Church Avenue Reconstruction

5 April 2019 Report prepared by DO McLean

Deputy Mayor Alexander gave a brief overview of the project. Counc. Wells requested clarification with respect to the widening of the road. DO McLean advised the road will be widened roughly five feet into the Town's right-of-way. Counc. Wells expressed concern this may reduce greenspace. DO McLean advised this will provide sufficient space for new and existing infrastructure to ensure the provision of Town services to residences in the area during the construction period. It was noted widening the road is expected to improve traffic flow on Church Avenue as well.

8.3 One Ton Truck Purchase – Works Department

4 April 2019 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.4 Contract T-2019-005: Single Axle Dump Trucks

2 April 2019 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.5 Carpenter Pond Wellfield Testing and Modelling

4 April 2019 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.6 Contract T-2019-001 Asphalt Resurfacing and Microseal Placement

3 April 2019 Report prepared by DO McLean

Counc. Wells requested a status update regarding the completion of streets in the Wells area. DO McLean advised there are only a few streets remaining.

8.6.1 1 April 2019 Email to Counc. Shea RE: Marr Road

Deputy Mayor Alexander gave a brief overview of the project and noted data indicates the existing condition of the road and curb warrant repairs.

8.7 Preparation for 2019 Spring Freshet

8 April 2019 Memorandum from the EMO Committee

Town Manager Jarvie advised: the river is expected to exceed flood levels beginning Sunday; sand and sandbag-filling equipment will be made available to the public tomorrow; residents will be able to purchase sandbags from the Town (100 bags for \$30); and a video will be posted to social media advising community members of resources available.

- 8.8 Local Improvement By-law 1-19
 - 8 April 2019 Memorandum from Town Clerk Banks
 - DRAFT Local Improvement By-law 1-19

RECEIVED FOR INFORMATION.

- 8.9 Department of Transportation and Infrastructure Traffic Requests
 - 15 April 2019 Email from the Department of Transportation RE: DTI Traffic Requests

RECEIVED FOR INFORMATION.

Addendum:

Deputy Mayor Alexander commented on the frequency of trains blocking railroad crossings at East Riverside-Kingshurst Park, near civic 75 Gondola Point Road, and near Wharf Road. DO McLean advised there are restrictions in place to limit the time a train can block a public crossing however the areas described are private crossings and the restrictions do not apply. The Town has unsuccessfully petitioned CN to designate East Riverside-Kingshurst Park as a public crossing. DO McLean advised discussions are underway with CN regarding the work required for the Church Avenue reconstruction project near the railroad tracks. Preferences indicated by CN for completion of the work are expected to result in strict time constraints, higher estimated costs, and noise that may disturb residents. He added residents will be notified of the impending work in advance and strategies will be implemented to dampen the noise.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, May 22, 2019.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 May 130 Open Session FINAL_180
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : April 18, 2019
RE : Motion Passed at April 17, 2019 Meeting

Recommendation:

It is recommended Council uphold the Utility's position that Christopher Lane is a private driveway and the sewer lateral, whether it is shared or not, is a private responsibility.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, April 17, 2019:

MOVED ... and seconded ... the Works and Utilities Committee advise Council to uphold the Utility's position that Christopher Lane is a private driveway and the sewer lateral, whether it is shared or not, is a private responsibility.

CARRIED.



ROTHESAY
2019May13OpenSessionFINAL_181
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, May 6, 2019



PRESENT: COLIN BOYNE, CHAIRPERSON
CRAIG PINHEY, VICE-CHAIRPERSON
TRACIE BRITTAIN
JOHN BUCHANAN
ELIZABETH GILLIS (*left at 6:55 p.m.*)
COUNCILLOR BILL McGUIRE
ANDREW MCMACKIN
COUNCILLOR DON SHEA

DRAFT

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

ABSENT: TOWN MANAGER JOHN JARVIE

Chairperson Boyne called the meeting to order at 5:35 p.m.

1. APPROVAL OF THE AGENDA

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

2. ADOPTION OF MINUTES

2.1 Regular Meeting of April 1, 2019

MOVED by Counc. McGuire and seconded by C. Pinhey the Minutes of 1 April 2019 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 **109-111 Hampton Road**

OWNER:

PID:

PROPOSAL:

George Georgoudis

Gamma Investments Ltd.

00242685 & 00242677

Similar or Compatible Use

Mr. Georgoudis was in attendance. DPDS White gave a brief summary of the report and advised the request is to increase the size of the main tent and relocate it to the rear of the property, move the other tent to the side of the property, and increase the number of sponsorship vehicles to five. DPDS White noted relocating the main tent to the rear of the property is expected to have a greater impact on neighbouring properties thus the recommendation includes conditions to mitigate concerns. In response to an inquiry, Mr. Georgoudis noted the additional sponsorship vehicle will be located near the stage and will not impact sightlines on the property boundary.

The Committee inquired about: permission for use of 113 Hampton Road, the location of washrooms, polling, and input from the Police and Fire Departments. Mr. Georgoudis responded with the following: it is unclear if use of 113 Hampton Road will be required; there will be a separate area for washrooms on the property if use of 113 Hampton Road is not required;

concerns were discussed with two adjacent property owners and the parties have come to an agreement; the third adjacent property owner could not be reached to discuss the matter; the decibel level will remain comparable to last year's festival; and the Fire and Police Departments will be apprised of the change in layout in order to acquire proper permits and licenses. He added the proposed layout will improve emergency access to the property during the festival. DPDS White noted polling was not conducted for this application.

MOVED by Counc. McGuire and seconded by T. Brittain the Planning Advisory Committee hereby approves the KV Jazz & Blues Festival as a Similar or Compatible Use with the operation of a restaurant and outside patio at 109-111 Hampton Road (PIDs 00242685 & 00242677), subject to the following conditions:

- A. the music festival shall be limited to an annual event held on the first holiday weekend in September;
- B. the site layout of the music festival tents, washrooms, support equipment shall be in substantial compliance with the 2019 revised site plan;
- C. all music performances shall be held inside the main festival tent;
- D. all live performances including amplified music shall not begin earlier than 1:00 PM and shall not continue past midnight 12:00am of the same evening;
- E. the event organizers shall provide tickets or passes and provide overnight accommodation for residents of 3, 7, and 9 Dobbin Street for the festival;
- F. the event organizers shall comply with the requirements or demands regarding public safety and operation of the festival from the Kennebecasis Regional Police Department, Kennebecasis Valley Fire Department, or Provincial agency as may be applicable; and
- G. all signage, advertising and identified sponsorship vehicles for the music festival shall not be erected more than fourteen (14) days before the event and shall comply with the following conditions:
 1. not located on or within the public road right of way;
 2. one banner sign of no greater than 4 sq. meters (43 sq. feet) is permitted to be securely suspended in the front yard of the subject property;
 3. inflatable advertising associated with the event sponsorship shall be permitted but confined to a location along the interior courtyard of the festival tents such that in the opinion of the Development Officer such advertisements are not readily visible from the public street;
 4. no more than 5 event sponsorship display vehicles shall be placed on the subject properties; and
 5. all signage, advertising and sponsorship vehicles shall be removed not more than 72 hours after the event.

CARRIED.

Mr. Georgoudis left the meeting.



3.2 60 Elizabeth Parkway

OWNER:

PID:

PROPOSAL:

Diane Hogeterp

Diane Hogeterp

00235754

Pre-School Daycare Application

Ms. Hogeterp was in attendance. DPDS White gave a brief summary of the report. He noted residents were polled and concerns were received regarding potential noise, traffic, and signage. Counc. Shea questioned if there was direct access to the basement from outside the residence. Ms. Hogeterp noted there are no doors to outside however there are three windows and a ladder will be present to ensure all fire code requirements are adhered to. E. Gillis questioned if a fence is required. Ms. Hogeterp noted a fence is not required or necessary due to the size and nature of the program. In response to an inquiry, Ms. Hogeterp noted the hours of operation will be 8:30 a.m. – 11:30 a.m. September to June. She added she wishes to accommodate a request to extend the hours to noon with permission granted from the Committee. There was no opposition to the request. Ms. Hogeterp clarified the program is tuition based, there will be no signage, the property is landscaped, and the children will spend time outdoors however it will not be a considerable amount.

Dave Kierstead, 12 Ian Crescent, suggested Ms. Hogeterp review a fire escape routine with the children. Ms. Hogeterp noted a monthly fire drill is required and will be provided in the program. In response to an inquiry, Ms. Hogeterp advised she has employed an individual to assist part-time and ensures the individual will meet all legal requirements for employment.

MOVED by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee grant as a Conditional Use approval to operate a daycare from the residential dwelling located at 60 Elizabeth Parkway (PID 00235754) subject to Section 5.2 of By-law 2-10 Daycare requirements.

CARRIED.

3.3 18 Highland Avenue

OWNER:

PID:

PROPOSAL:

Susan Johnson

Susan Johnson

00258707

1 Lot Subdivision

Ms. Johnson was in attendance. Chairperson Boyne invited Ms. Johnson to speak on behalf of the proposal. Ms. Johnson noted: she has lived in Rothesay for fifteen years; the property was owned by her parents and is now used as a rental property; the size of the property is considerable; the Hillcrest subdivision is comprised of varying lot sizes; smaller lots are desirable because they require less maintenance, encourage walkability, provide diverse housing options, and promote sustainable community planning; and since the property is on a corner lot it creates appealing frontages for each lot. She commented on the concerns received noting her disagreement that the proposal will adversely impact the character of the neighbourhood. She added it is likely a newly constructed residence will increase, rather than decrease, property values in the area. She addressed the concern of setting a precedent noting the Town diligently reviews proposals on a case-by-case basis. With respect to drainage, Ms. Johnson advised she intends to comply with the recommended stormwater management plan to mitigate drainage concerns. She added smaller lot sizes typically result in smaller building footprints and less impermeable surfaces thus creating better conditions for drainage.



DPDS White gave a brief summary and highlighted the following from the staff report:

R1A Zone Lot Dimensions	LOT 1-B Existing Lot & House	LOT 1-A New Lot
Minimum Lot Area: 2000 m ²	Proposed Lot Area 1057 m ² variance of 47.2%	Proposed Lot Area 1006 m ² variance of 49.7%
Minimum Lot Frontage: 40 m	Frontage 45.7 m	Frontage 23 m variance of 42.5%
Minimum Lot Depth: 45 m	Side yard length 24.1m variance of 46.5%	Side yard length 45.7m

As the corner of Highland Avenue and Eriskay Drive will remain undeveloped the appearance on each street would generally be that of a full width lot and therefore not erode the character of the large lot neighbourhood. He added should the Committee wish to approve the application staff recommend a maximum building height of 6 meters and a maximum building footprint not to exceed 25% coverage of the new lot.

There was discussion with respect to setback distances, size of the proposed dwelling, and potential for similar proposals. DPDS White advised the deck on the existing dwelling gives the appearance of a reduced setback distance however the foundation of the existing building is 6 meters from the proposed property line. The proposed lot permits a dwelling size of roughly 2200 square feet. He added not all corner lots in the area provide the same conditions as the proposal.

Counc. McGuire and Counc. Shea expressed concern with respect to the significant variances required, the potential to set a precedent, and noted several neighbouring property owners have stated opposition to the proposal. Ms. Johnson commented on the varying lot sizes in the Hillcrest subdivision and noted some neighbourhoods are designed to provide diverse housing options while others evolve to do the same. She added larger lots typically result in additional costs for municipal infrastructure.

Chairperson Boyne called for those in the audience wishing to speak. The following people spoke: Cindy Millican, 71 Eriskay Drive; Jennifer Craft and Ross Knodell, 70 Eriskay Drive; George Young, 16 Highland Avenue; David Kierstead, 12 Ian Crescent; David Hudson, 17 Silverton Crescent; and Richard Doucet, 50 Eriskay Drive. The following comments were made: the creation of two undersized lots will not maintain the neighbourhood's existing character; the variances are substantial; approval may set a precedent; creation of smaller lots will adversely impact property values; curb, sidewalk, and asphalt were recently replaced on Eriskay Drive and installing infrastructure to service a new lot will damage the new materials; insufficient capacity to service another lot with municipal water; the proposal is not reasonable or desirable; new construction may negatively impact drainage; since it is a rental property the proposal has a greater impact on adjacent property owners than the owner; and there are existing drainage concerns that must be addressed prior to new construction.

Ms. Craft inquired if creation of the new lot may require the relocation of the NB Power utility pole adjacent to the property. DPDS White advised the pole is located within an easement and the proposed dwelling will not encroach upon the easement.

E. Gillis inquired if the municipal water line has the capacity to service another lot. DPDS White noted he consulted the Director of Operations and was advised there are no issues anticipated with servicing an additional lot. In response to an inquiry, DPDS White advised there is no guarantee the vegetation on the corner of the lot will remain as removal of vegetation and the layout within property boundaries are at the discretion of property owners.

MOVED by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby grants a variance to allow for a reduced minimum lot size of 1057 m² and a reduced lot depth of 24.1m for Lot 1-B to be subdivided from 18 Highland Avenue (PID 00258707) with the following condition:

- a. the applicant shall design and install a storm water management system to achieve net-zero storm water discharge through onsite management for Lot 1-A and Lot 1-B to be subdivided from 18 Highland Avenue (PID 00258707).

YEA votes recorded from: C. Boyne and Elizabeth Gillis

NAY votes recorded from: C. Pinhey, T. Brittain, J. Buchanan, Counc. McGuire, A. McMackin, and Counc. Shea

DEFEATED.

Ms. Johnson left the meeting.

6. OLD BUSINESS

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

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

4.2 Hillside Secondary Plan

2 May 2019

Report prepared by DPDS White

April 2019

Hillside Secondary Plan Final Report

DPDS White advised if adopted the Plan will act as a guideline and not a by-law; and the components of the Plan will be incorporated into the new Municipal Plan and Zoning By-laws and reviewed by Council, and the public, prior to enactment.

Counc. Shea commented on the importance of walkability. DPDS White advised commercial development in the area may deter activity from the Town's main commercial district on Hampton Road. He added since roughly 85% of residents commute to work reversing the trend is unlikely; and the future of technology and transportation remains unclear. In response to an inquiry, DPDS White advised the Plan permits small scale businesses within the area. E. Gillis noted she may have a conflict of interest with respect to the matter but is unsure. Town Clerk Banks advised declaring a conflict of interest is at the discretion of the individual.

E. Gillis declared a conflict of interest and left the meeting.

Ann McAllister, 72 Elizabeth Parkway, inquired if the Plan includes habitat preservation for biodiversity and the protection of wildlife corridors. DPDS White advised the Plan includes preservation of the natural wetland area of the Renforth Bog and green space in the area of Spyglass Hill. He noted habitat preservation specifically wildlife corridors was not identified as a key factor in development of the Plan. Ms. McAllister questioned if the matter will be considered before adoption of the Plan. DPDS White advised that this would require additional study and it is unlikely to be addressed unless Council directs Staff to study the issue. There was general discussion with respect to the long term planning for a future collector road connection to Grove Avenue and the proposed cul-de-sac near the Riverside Golf and Country Club. Staff also answered queries regarding the overall neighbourhood connectivity to the potential school site and institutional zoning. DPDS White advised the Plan provides regulatory guidance and acts as a guide for staff and Council however development is entirely based on private sector interest.

MOVED by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby recommends that Council adopt in principle the April 2019 Hillside Secondary Plan Final Report, as amended, prepared by Crandall Engineering Ltd. and UPLAND planning, in fulfillment of the 2010 Municipal Plan secondary planning requirement and direct that staff shall be guided by the principles described in the plan in preparation of a new Municipal Plan and Zoning By-law.

CARRIED.

7. CORRESPONDENCE FOR INFORMATION
N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, June 3, 2019.**

7. ADJOURNMENT

MOVED by Counc. McGuire and seconded by T. Brittain the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:05 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 May 130 Open Session FINAL_187
ROTHERSEY
MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : May 7, 2019
RE : Motion Passed at May 6, 2019 Meeting

Recommendation

Council adopt in principle the April 2019 Hillside Secondary Plan Final Report, as amended, prepared by Crandall Engineering Ltd. and UPLAND planning, in fulfillment of the 2010 Municipal Plan secondary planning requirement and direct that staff shall be guided by the principles described in the plan in preparation of a new Municipal Plan and Zoning By-law.

Background

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, May 6, 2019:


MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Council adopt in principle the April 2019 Hillside Secondary Plan Final Report, as amended, prepared by Crandall Engineering Ltd. and UPLAND planning, in fulfillment of the 2010 Municipal Plan secondary planning requirement and direct that staff shall be guided by the principles described in the plan in preparation of a new Municipal Plan and Zoning By-law.

CARRIED.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

TO: Chair and Members of the Rothesay Planning Advisory Committee

SUBMITTED BY: 
Brian L. White, Director of Planning and Development Services

DATE: 2 May 2019

SUBJECT: Hillside Secondary Planning Study – Final Report

RECOMMENDATION REPORT

RECOMMENDATION

Staff recommend that the Rothesay Planning Advisory Committee consider the following MOTION:

PAC HEREBY, recommends that Council adopt in principle the April 2019 Hillside Secondary Plan Final Report, as amended, prepared by Crandall Engineering Ltd. and UPLAND planning, in fulfillment of the 2010 Municipal Plan secondary planning requirement and direct that Staff shall be guided by the principles described in the plan in preparation of a new Municipal Plan and Zoning By-law.

BACKGROUND:

In 2016 the town of Rothesay engaged consultants from Crandall Engineering and UPLAND Planning to consult with the public and prepare a comprehensive land use planning study (Secondary Plan) for 430 acres (175 ha) of undeveloped area located between the Kennebecasis River and Route 1. This area is referred to as the “Hillside” lands and has long been identified for its development potential, given its central location within the community, availability of existing municipal services, and picturesque character. The Hillside Planning area encompasses two distinct areas south and north of the Riverside Country Club, referred to as the Hillside South Study Area and Hillside North Study Area.

On October 30, 2018 Rothesay’s consultant’s held a well-attended 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.

Since that meeting Council and Staff have received several written submissions as well as met with members of the public to discuss their specific questions or concerns. Staff also utilized the CoUrbanize website platform to display the main elements of the Hillside Planning Study (road network and zoning) and gather additional public feedback. All of the issues raised, questions asked, and comments received from the public were examined by Staff and a summary table and response has been prepared in Attachment A as well Staff have included the unabridged public feedback in Attachment B.

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
<p>Concern regarding specific design details of the reconstruction of Wiljac Street.</p>	<p>“Reconstruction of Wiljac Street to include sidewalks, curbs, gutters and fire hydrants” – Over the years the elevation of Wiljac Street has been raised a number of times, causing many of us on the Route 1 side, to have short and steep ramps up to the travelled portion of the street. This is particularly difficult in winter conditions and a safety hazard particularly with the projected 3000 cars per day. Any proposed sidewalks, etc. should be on the North West side of the street without increasing the overall street elevation.”</p>	<p>Standard practice for the redesign and rebuilding of Rothesay public streets includes public consultation for effected residents. Council has included budget in the Operations department to hire a design engineering firm that will include consultation in the redesign.</p>	<p>Staff will be working with a design engineer to prepare a detail reconstruction design that addresses residents’ concerns.</p>
<p>Concern over the increase in traffic on Wiljac street, and how this will affect commute times and traffic congestion along neighbouring streets.</p>	<p>“For those of us on Wiljac Street, what will the traffic flow and increase of traffic be?”</p> <p>“I don’t understand how Wiljac will or can be upgraded when there is already traffic congestion on Maplecrest Drive”</p>	<p>The plan for Wiljac Street is to upgrade to TAC (Transportation Association of Canada) standards. The increase in traffic may require signalization at the Wiljac and Fox Farm intersection.</p>	<p>Staff will require that all streets are TAC standard, and that during all stages of the public consultation, design, planning, evaluation and traffic monitoring process local neighbourhood impacts are reflected.</p>
<p>Concern of why the Renforth Bog was not used as a site for the off ramp, and or road as was originally mentioned in the draft plan.</p>	<p>“Why did the Town not put an off ramp through the green area, the bog?”</p> <p>“Why would the Town protect the Renforth Bog instead of the Wiljac Street residents”</p>	<p>In order to develop in proximity to a provincially recognized wetland, the Town required approval from the New Brunswick Department of Environment to build in proximity to and or over the Renforth Bog. The DOE did not grant approval for this request. A direct connection to Fox Farm was also not permitted due to distance requirements between off ramps on the Mackay Highway.</p>	<p>Staff worked with the Province to explore several design options in providing a direct connection to Route 1, however impacts to the Renforth Bog could not be avoided. Utilizing existing public streets was determined to have the lowest impact on the environment and neighbourhood.</p>
<p>Concern was raised over</p>	<p>“It sounds like there is an opportunity to connect</p>	<p>The Town will require that all</p>	<p>All new development shall be</p>

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What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
the requirement to connect to municipal water and whether this was required or not.	to municipal water, is it an opportunity, or is it a requirement to connect when the services become available”	future development be connected to municipal water and sewer. Existing homes are not required to connect, although a Water User Charge will be applied, as stated in the Rothesay Water By-law (1-18), Clause 7.5.	required to connect to municipal services.
There was confusion on the role of town in being involved in development.	“What is the role of the staff (planners) in developing this area, why are (the planners) interested in the development of this area?”	Planning staff provide advice to Council and enforce regulations that are set out in the Town’s municipal by-laws. Town staff are primarily interested in good land use planning practices and regulation and do not have commercial interest in the development of private land.	Staff had discussions with residents regarding the role of staff in the development of the Secondary Plan Area. Staff explained their regulatory role in advising Council and in providing recommendations with regards to land use planning.
Questions on the role of developers and land owners and the role and interest of each in developing the lands in question.	“When you speak about land owners and developers do you mean the same person?”	A land owner refers technically to the registered legal owner of a property. In some instances, a land owner may also be a developer. Or the land owner may sell their land to a developer.	Staff had discussions with residents and land owners regarding the role of developers in the development of the Hillside Secondary Planning Area and how development may proceed in the future.
Concern that land owners and or developers will be able to develop lands prior to the enactment of the Hillside Secondary Plan.	“Does the Secondary Plan allow developers to move forward without the plan being finalized?”	Council has previously determined that no new subdivision shall be permitted until approval of the Secondary Plan.	Rothesay Council and Town staff want to ensure that the Hillside Secondary Planning Area is developed in a desirable, sustainable way to ensure future neighbourhoods are attractive places to live. The Plan was created to provide staff and Council direction on how this area would be

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
<p>Questions and concerns over why there needs to be any development and what the Town’s interests are in developing this land.</p>	<p>“Why would the Town develop in the future”</p>	<p>This question is indicative of the public confusion on the role of the Town as the “developer”. The Town is <u>not the developer</u>, rather the Town is a regulatory agency.</p> <p>The Town has land use by-laws and municipal planning policies that limit and control development. The role of the Town is regulatory and staff are responsible for providing advice and recommendations to Council regarding land use. Staff have an interest in land use planning practices and regulations, but they do not have a commercial interest in the development of private land.</p>	<p>developed in the future with the aid of a framework and guide on how this could be done.</p> <p>Staff had a discussion with residents and explained their role in the development of the Secondary Plan Area and of their regulatory role in providing recommendations to Council with regards to land use planning.</p> <p>Staff have an interest in preserving the existing community, while regulating future land use opportunities.</p>
<p>Concern was raised over the Wiljac Street upgrade and expanding the existing street network in the neighbourhoods.</p>	<p>“I believe people will not use the connector roads, and instead travel down my street and increasing traffic on my street”</p> <p>“I don’t understand how Wiljac can be upgraded</p>	<p>By providing a connected, more diverse road network in these neighbourhoods the volume of traffic will be dispersed amongst the streets.</p>	<p>Staff will require that all streets are constructed to TAC standards and that any planning, design, and or</p>

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
	<p>to accommodate this traffic increase”</p> <p>“Why would the Town develop in the future? And Why would the town increase the traffic by eight times?”</p>	<p>Wiljac Street will be upgraded to TAC standards, using the existing road right-of-way. The increase in traffic may require the installation of traffic control lights.</p> <p>The estimated daily traffic generated on streets was determined calculated using the Institute of Transportation Engineers Trip Generation Manual for this Plan.</p>	<p>review of the proposed streets be assessed.</p>
<p>Concern was raised on whether or not all land owners adjacent to the Secondary Plan Area were consulted.</p>	<p>“Why was the Riverside Country Club not consulted”</p> <p>“I was never consulted on this plan and did not receive notification or information regarding this meeting”</p>	<p>Materials and notices were prepared for all residents adjacent to and in proximity to the Secondary Planning Area. Notice was provided through mail, newspaper advertisement, and online publication.</p>	<p>Staff provided notice to the public and private land owners as required to solicit their participation.</p>
<p>Concern over stormwater management and drainage.</p>	<p>“If you take all the trees out of this area it will greatly affect the absorption of water runoff. How will you control stormwater runoff?”</p>	<p>Land owners looking to develop a parcel of land will be required to meet the standards required in Rothesay’s Zoning By-law with regard to Stormwater Management. Some of the stormwater runoff may be diverted to the existing natural discharge and or collection areas, while the remaining runoff will have to be captured</p>	<p>Staff will ensure that stormwater management infrastructure is constructed to meet the regulations and or standards of Rothesay’s Zoning By-law. Staff are also considering enhanced regulations for the Municipal Plan Review.</p>

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
<p>Concern and questions have been raised over how Spyglass Hill will be preserved throughout the development of the Hillside North Plan Area.</p>	<p>“How will Spyglass Hill be preserved? What is being done to ensure that public lands are provided through this subdivision development?”</p> <p>“Maintain trails and establish boundaries so they remain if development occurs”</p> <p>“Leave Spyglass!! The nature trails area sanctuary that are only steps from our door. The added traffic and reduced green space would change the Rothesay we love and live in.”</p>	<p>and or controlled by private and public stormwater infrastructure.</p> <p>Through the subdivision process land owners would be required to provide land for public purposes, however without a coordinated plan (Hillside Secondary Plan) the lands would be placed randomly in many small neighbourhood parks.</p> <p>The Plan’s approach is to consolidate the required park land into key areas identified by the public (e.g. Spyglass Hill and the Renforth Bog) which would provide central, accessible park space for all residents.</p>	<p>Staff and the consultants explored opportunities to provide park land to the community, while balancing resident’s interests in preserving green space and land owners’ interests in developing their property. Staff recognize the cultural importance and history of Spyglass Hill and believe that by consolidating park land we can protect this area for future generations.</p>
<p>Concern and questions on what will happen to the Hillside Trail throughout the development process of the Hillside Secondary Planning Area.</p>	<p>“It sounds like the plan is to pave the Hillside Nature Trail and have it run between the housing. That doesn’t sound like much of a nature trail to me.”</p>	<p>The Hillside Trail was originally designed for the purposes of a water utility service line. In the updated Hillside North Planning Area the trail will be formalized as an active transportation route adjacent to the future connector road.</p>	<p>Staff will ensure that pedestrian access and mobility are provided in this proposed development area. Designing safe, walkable streets and pedestrian amenities which creates desirable and livable neighbourhoods.</p>
<p>Questions over the reason to not connect the North and South Hillside Plan Area with the connector road.</p>	<p>“Even if current land use between the Golf Course and the Highway is too narrow for 2 way traffic – 1 way alternating traffic using lights is critical for local “neighbourhood” activity between North and South Study areas as well as those in the</p>	<p>Consideration was given to the possibility of providing a through connection via the collector road between the North and South Hillside Plan</p>	<p>Staff explored the possibilities of connecting the North and South Plan areas and can see the potential case for connecting these two neighbourhoods in the future.</p>

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
	<p>South Study area wishing to go to Commercial areas off Campbell/Millennium Drives and Marr Road.”</p>	<p>Areas. The consultants have determined that this is not a short-term priority, the long-term range of this plan (40 to 50 years) may indeed require this connection.</p>	<p>Staff were concerned that connecting too early in the development stage would promote higher traffic volumes from commuting traffic attempting to bypass highway congestion on Route 1.</p>
<p>Concern and questions over loss of land for home owners on Wiljac Street.</p>	<p>“People on Wiljac Street are going to lose their yards, something that was purchased without knowledge of this development.”</p> <p>“If Wiljac Street is upgraded I will lose my front lawn.”</p>	<p>Wiljac Street will be upgraded within the existing road right-of-way.</p>	<p>Staff will be working with a transportation engineer to prepare a detailed reconstruction of Wiljac Street that addresses residents’ concerns.</p>
<p>Concerns and questions have been raised on the cost of this development concept and the role of the developer and the town in funding the infrastructure for such a project.</p>	<p>“There is a very real possibility that the “demand” for these properties does not come to fruition and therefore the new infrastructure costs will have to be supported without a tax dollar off-set.”</p>	<p>The municipality has several options to ensure that tax payers are not unduly burdened by any infrastructure contributions made by Rothesay towards this development.</p> <p>Capital cost contribution formulas and local improvement charges are methods that ensure those directly benefiting from infrastructure are contributing.</p>	<p>Staff are still evaluating appropriate methods and components of the project that may require public infrastructure dollars and how Rothesay will recoup those costs.</p>
<p>Concern over the lack of interested home buyers, and small market demand.</p>	<p>“I am unclear as to where the buyers for this proposed development are going to come from.”</p>	<p>The speed at which development occurs is entirely dependent on market demand. Staff do not control market demand. Private investment and risk in the Hillside Plan</p>	<p>The consultants and staff have considered the various housing densities that may be suitable for this location, being sure to protect existing neighbourhoods by limiting new residential development to</p>

What we heard	Example Comment	Consultant / Staff Response	In Brief / Action Taken
		<p>Area will be determined and scheduled by the demands of the free market. The Town's role is to ensure and regulate the quality of the new neighbourhoods.</p>	<p>single-detached dwellings, while providing higher density residential density towards MacKay Highway. In the 2016 Census Rothesay saw a population decline, the Hillside Area Plan provides a strategy in part to reverse that trend by providing an area that allows for future development.</p>
<p>Concern that development will increase traffic on existing streets.</p>	<p>"Would the town consider closing and or bulbing my street (Dunedin)?"</p>	<p>Staff anticipate that a portion of existing traffic will take advantage of new routes, as they are capable of handling higher traffic volumes and will have better design grades.</p> <p>Staff directed the consultants to examine the opportunity to cul-de-sacs existing streets such as (Dunedin) versus connections to new streets. There is a negative effect to this direct traffic through other neighbourhoods and not to distribute traffic through a more connected road network.</p>	<p>Staff and the consultants considered alternate road network design options for connecting the existing neighbourhoods, however we are of the opinion that a more open and connected street network is the most beneficial method of creating a safe and walkable neighbour versus reducing connectivity and providing preferential treatment to specific neighbourhoods.</p>

Rothesay Public Meeting Notes – November 15, 2018
Bill McGuire Centre

- For those of us on Wiljac what will the traffic flow be?
- There will be an opportunity to connect to municipal water, is that an opportunity or a requirement?
- Why did the town take the Wiljac route, why did the town not make a north and south route instead with a through connection?
- Why did the town not put an off ramp through the green area (bog)?
- How many of the land owners are interested in development? What percentage of owners are interested in developing?
- The \$3 million spent on Hillside for water and sewer was never recovered, how will this be different?
- How will Spyglass be preserved? What is being done to ensure that public lands are provided through this subdivision development.
- (Owner of spyglass hill area) concerned over increase of traffic if Wiljac developed. Also upset that people continue to trespass, have put up signs to discourage trespass, but they have been taken down. Have also had many complaints of dog bites on their land. Would like to raise awareness that this is not public land.
- When you speak about land owners and developers do you mean the same person?
- Concern over road grade of Appleby Drive and its current use, why would we develop in the future. Why would you increase traffic by 8 times.
- Concern over added traffic to Rothesay Road, no one will use Wiljac and Highway.
- Why would protect bog instead the Wiljac Street residents.
- What input/consultation did the Rothesay Riverside Country Club have?
- Believe people will not use connector roads, but will use Rothesay Road connections increasing traffic.
- (Lives on Wiljac) Wondering if she was supposed to be aware of the Wiljac Street upgrade. Would have liked to have had a microphone for the respondents, could not hear the questions.
- Concerned over the wording on the slides, does the secondary plan allow developers to move forward without the plan being finalized?
- Don't understand how Wiljac will be able to be upgraded to allow for the increased traffic?
- Does not understand how Wiljac will be upgraded when there is already traffic congestion on Maplecrest.
- Was the grade taken on Fox Farm Road and Maplecrest?
- With development in north area will existing land owners with well water have an environmental impact assessment done for the new development to ensure their water will not be affected.
- (Wiljac) development will affect drinking water (well) and upset that will have to be required to upgrade to town water and pay for those services.
- How was the Riverside Country Club not consulted?

- Why did the Riverside Countryside Club not be consulted on their vacant land and how it may be developed in the future (Mr. Etsy)
- Behind Spyglass hill was once a trout dam, how will all this water runoff affect Taylor Brook and Wiljac Bog. If you take all the trees out of this area it will greatly affect the absorption of water runoff. How will you control water runoff in Maiden Lane? How will you control stormwater runoff? Had huge flooding problem in Oakville Acres, lets not do the same for this area.
- Had lots of flooding problems this year, if there is more development all this sewage will make sewage contamination even worse for flood victims.
- How would town water be connected to Green Road area? Were told a water connection on Green Road was too expensive, how will this project be different?
- Could an overpass or onramp be placed in the bog area?
- Could an overpass be placed over the highway to connect the two secondary planning areas? Overpass would be placed over the bog and connect into Fox Farm Road.
- Going forward with this development no one will be able to get to work on time, way too much traffic.
- Why don't developers take on more cost, if you can't afford don't build. The land should be left as is.
- If you have two cars on Garden Street, Beauvista, or Wiljac one car is required to slow down and move over while the other comes through.
- People on Wiljac are going to lose their yards, something that was purchased without knowledge of this development.
- Must have roads that are conducive to the land, but you can't fight mother nature. Roads are terrible in winter and if traffic congestion is always a concern.
- You are creating a huge traffic problem on Fox Farm. Must upgrade the road traffic control. Ask the residents of French Village on what they thought about their traffic 10 years ago.
- I live in one of the homes proposed for expropriation, I don't see how this project will move forward. I plan to live in that house for many years. I was never consulted prior to this meeting.
- I don't understand why you wouldn't expropriate a sliver of land along the golf course if you are willing to expropriate a young man's home and Spyglass Hill.
- How many homes will be affected during development?
- Would you consider expanding Maplecrest to connect with Rothesay Road.
- If Wiljac is upgraded I will lose my front lawn.
- How many homes will need to be expropriated?
- The infrastructure is already there, you say we have a say, but the power lines were put in a couple years ago for this project.
- You have not mentioned stop lights, is that a consideration for Wiljac/Fox Farm? If not, stop signs will cause major traffic concern.
- There are 3 cars backed up at Wiljac now, how does this plan work? Future development will have way too much traffic.

- There has not been a lot of discussion on housing, so that does not seem to be a concern. But there needs to be additional planning on the transportation infrastructure.

Summary of feedback from CoUrbanize

- Maintain trails and establish boundaries so they remain if development occurs.
- Allow private land owners to develop spyglass lands into ½ acre lots
- Develop trails and a look out at Spyglass Hill
- Rothesay is a great place to live but I would like to make an observation regarding something said at the Nov 15th meeting. It sounds like the plan is to pave the Hillside Nature trail and have it run between the housing. That doesn't sound much like a nature trail to me.
- Leave spyglass!! The nature trails are a sanctuary that are only steps from our door. The added traffic and reduced green space would change the Rothesay we love and live in.
- Do not turn Wiljac into an access road for the few developers that want cheaper access to build homes. Let them do so off existing road. Not everyone wants to develop their property that right now makes for great trails for hiking within Rothesay.
- Wiljac could be better by not planning on expropriating these peoples' land, great as is no thru traffic.
- Could this area be an opportunity for new single-family development, townhomes, and multi-residential? Probably some great views from up there!
- Exactly the problem with people today. More focused on themselves and their 'views' than the current green space and the beauty of it. Instead of figuring out how to bulldoze down the environment maybe think outside the box and benefit from it.
- The current road network cannot support additional development in this area.
- This is such a sad thing. Such beautiful green space. They paved paradise and put up a parking lot...
- If owners ever decide to sell or develop, it would be better for some group like Ducks Unlimited to purchase. Only way I see it saying green. With the town already penciling in the Hillside trail as a road and already creating streets on property town does not own. It is pretty clear they are just after more tax revenue!
- Leave spyglass!! The nature trails are a sanctuary that are only steps from our door. The added traffic and reduced green space would change the Rothesay we love and live in.

Rothesay Hillside Secondary Plan:

Thank you in advance for any consideration of my thoughts and suggestions as per the below. A Rothesay resident since 1977 and now closer to 75 years than 70 years, I realize fully that it is highly unlikely that I will ever see any of the planned development unless there is a dramatic positive change in our Regional economic development.

The below thoughts are in random order but I hope they stimulate some interest and possible revisions to the current proposal.

1: Roundabouts: CBC news: <https://www.cbc.ca/news/canada/new-brunswick/seven-new-roundabouts-fredericton-1.4914478> This is an excellent article on the value/safety of roundabouts. England has used them for years and Quispamsis has them in place in their newer residential areas.

I would like to suggest that a roundabout be placed where Campbell Drive meets Grove Ave and the proposed new road into the Hillside North Study area. In addition, and what could be sought in the immediate future is an added lane at the lights in front of the Fire Station on Campbell drive for those south bound to Grove Ave when coming from Superstore/Kent's etc. Most traffic turns left at the lights to access the highway but there are an increasing number heading straight toward Grove which would really increase with the proposed development.

In addition, a roundabout should be definitely considered for the Hillside South Study area at Fox Farm Road. Another left hand turn out of this South study area is definitely not needed re morning traffic headed to Saint John.

2: Traffic flow behind Riverside Golf Course: Even if current land use between the Golf Course and the Highway is too narrow for 2 way traffic-- 1 way alternating traffic using lights is critical for local "neighborhood" activity between North and South Study areas as well as all those in the South Study area wishing to go to Commercial areas off Campbell/ Millennium Drives and Marr Road.

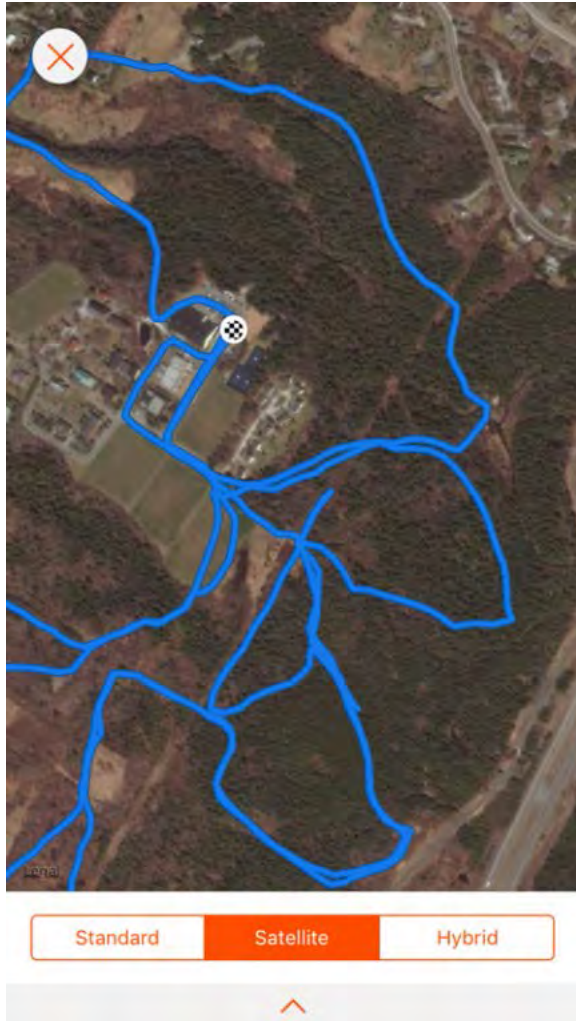
3: Based on all the complaints from NB Power re power easements behind homes off Highland Avenue for downed power lines, very serious consideration should be given to underground wiring, even though initially more expensive, but over the long term extremely cost effective for NB Power and for the home owners not being without power

4: Spyglass Hill: Planned walking accesses from a number of directions between properties planned ahead so that children have safe and more direct access to this wonderful space is critical before fences go up and restrict children "cutting across my backyard". I can readily see several locations where this will be necessary.

In addition, I assume some planned parking will be apart of the detailed planning of this space.

5: I am not sure how many of the current Rothesay Council Members have walked into the very end of Maiden Lane, found the little trail in front of the very last property that immediately has a small bridge across a stream and then opens up into a wonderful trail heading east with Taylor Brook on the right (mostly not visible) and Grove Avenue properties on the left (not at all visible). This trail crosses the power line, continues to where you cross Taylor Brook and one can continue all the way to Spy Glass Hill. Such existing wonderful recreation spaces should be documented, superimposed on the current plan and attempts made to integrate where possible. See trail map below.

The "X" is about 2/3rds in on Maiden Lane where one can immediately go to the right down over the hill, across Taylor Brook and walk directly up to RNS. The other choice is to continue in Maiden Lane and follow the trail that initially parallels Grove Avenue seen here.



Thank You for any consideration of my thoughts. Any and all attempts to make this area a fun place to live and having adequate and easy access in and out of this area to go to work, school or to commercial venues is critical. All current residents on the various roads in that area now that have to make a left hand turn onto Rothesay Road in the morning will attest to the need to not worsen the current problem.



██████████
Rothesay, N.B.,
E2E 5M3
December 9, 2018



Mayor and Council,
Town of Rothesay,
70 Hampton Road,
Rothesay, N.B.

Dear Mayor and Council;

The public presentation on November 15th, 2018 regarding the Draft of the Hillside Secondary Plan was certainly thought provoking. It is interesting to read the results of the survey of opinions following the March, 2016 Open House regarding development of this area. They show a clear concern that the wetlands, water courses and steep slopes be protected.

The 2018 draft Secondary Plan Vision statement reiterates this response, "The Secondary Plan will facilitatewhile enabling a diversity of housing options and protecting sensitive environmental areas and key open space features highly valued by the residents of Rothesay".

With all that in mind I have 3 questions about the Secondary Plan.

What consideration is the Town giving to the importance of having a movement corridor/ buffer zone for wildlife movement between the 2 parklands? The Draft plan shows 2 isolated pockets of park land which would have negative consequences on wildlife and remaining original vegetation?

At this time there is enough vegetation to provide cover for movement through the undeveloped wooded areas. Once development begins, these areas will disappear. The draft map shows numerous 2 lane road systems as well as the lots which owners will clear as they wish...usually clearing many of the trees and lower vegetation. This development without buffer/movement corridor zones creates greater pressure on the birdlife and other living creatures as well as vegetation.

When is it planned to put in the continuous collector road linking Campbell Drive/Grove Avenue with Fox Farm Road? The Draft Plan says that it is not envisioned at this time. However, the Preliminary Secondary Plan Map on page 37 shows a road from Campbell and Grove ending at the edge of the Golf Club and another road from Wiljac ending at that side of the Golf Club. These two roads serve the same purpose as a connected arterial. The Draft Plan does not firmly reject a continuous connector road but this idea has been firmly rejected by residents in previous public consultations.

The Draft Hillside Plan states "storm water flows can be discharged into local streams". During the November public meeting the presenters spoke of Fairweather's Brook, Taylor's Brook and Renforth Bog as the places where storm water would be sent as well as retention of part of the water in created ponds. Isn't Renforth Bog a protected wetland? Does the protection include controlling extra drainage into it as a result of development?

I have seen Taylor's Brook after some of the heavy rains in recent years, and have concerns as to how the two brooks can manage the pressure of any extra storm water and its speed from the paved areas and cleared landscapes of the development outlined in this plan. Once the mature trees and large amounts of lower level vegetation are cleared, the rainfall force on the ground will be greater. The heavy rainfall pattern over the past few years intensifies this problem.

The runoff from paved roads and landscaped properties would negatively impact the ecosystems of Renforth Bog, Fairweather's Brook and Taylor's Brook as well as erosion affecting the homes below the proposed developments.

In survey responses and on the *courbanize* map, residents have noted the importance of reducing the numbers of housing units and the desire to have higher levels of green space retention in this development proposal. It is a special swathe of land that could be a real gift to the future (think of Rockwood Park) if the Town works with the owners to preserve the present landscape and habitats to a greater extent than shown in this Draft.

There are interesting suggestions in the Draft regarding amounts of land to be reserved as green space. Please consider exploring methods to *expand* these ideas and increase the amount of undeveloped land for future generations to enjoy. Have there been any discussions with owners of the undeveloped land as to tax benefits of donation to Nature Trust of New Brunswick? Their website states that about 117 hectares (289acres) of land is protected by them on Long Island. Hillside has a variety of habitats which should be preserved for the future.

Yours respectfully,

A black rectangular redaction box covers the signature area. Faint handwritten text is visible above the redaction, including the number "11" on the right side.



November 11, 2018

To: Mayor and Council, Town of Rothesay

Municipal Plan – Secondary Plan Study – Allison Drive Study Area

Dear Mayor Grant and Councilors:

We are writing to express our views on how development should be governed in the Allison Drive Study Area. Regrettably, we have an unresolvable conflict on November 15 and cannot attend the Public Meeting. We sincerely hope that our views can be considered during the review.

Found within the study are three priceless features that will need to be protected as the area develops:

Taylor's Brook

Taylor's Brook is a nearly pristine watershed that has maintained its quality as a result of being extensively buffered for generations by mature forest and wetland vegetation. This is an increasingly rare asset in suburban settings across the country. Its value both for the ecosystem services it provides and for its contribution to the enjoyment, health and well being of the residents of Rothesay is immense. It is also a significant reservoir of biodiversity. From my 33 years in the Department of Fisheries and Oceans, I have learned that watersheds such as these are fragile and, as such, are at risk from ill-considered or poorly planned development. Once lost, they are almost impossible to rehabilitate

We advise that

- More than minimum watercourse buffering standards be part of any development plan. The extents of the buffer zones need to be matched with the particular topography of given sections of the brook so as to minimize the risks of pre and post-development run off or wash outs.
- Watercourse protection techniques need to be more robust than minimum standards and should include features such as detention and settling ponds, berms and extensive use of landscape fabrics.
- All exposed soils in work areas should be immediately protected from erosion by hay or similar materials.

- Subdivision plans should contain measures to protect trees over a given diameter on lots backing on the buffer zone (and preferably in all areas under development) and that trees over that diameter only be removed when they interfere with the construction of the building. (See foot note)
- ¹
- Equally important is the need for vigorous monitoring and enforcement of resulting permitting conditions and a requirement for immediate mitigation in the event of the failure of protection measures.

Spyglass Hill

With its high elevation and commanding views, Spyglass Hill attracts residents year-around as a destination for vigorous walks and to connect with nature. Almost certainly, it has been used by aboriginal people and residents of Rothesay since its founding. As children 60 years ago, we learned of Spyglass Hill from our parents and grandparents.

We ask that

- This site receive special protections and that it become part of the Rothesay parks system.
- There be a sufficient buffer around the summit to assure that any building construction not impact on the view planes.

Trail System

This third feature of the Allison Drive Study Area is the system of walking trails that connects virtually all areas of the Town to Spyglass Hill and Taylor's Brook. This trail system is an incredibly important asset that is revered by residents. There are few communities of Rothesay's size that have such a valuable asset. Trail systems encourage outdoor activities and support health and wellness.

While protecting all these trails (which the owners of these properties have so generously shared in the past) may be impossible, we ask that:

- The Town work with developers and residents to create a network of trails to allow residents to continue to connect with these wonderful natural sites.
- More specifically, there be several points of access to a Taylor's Brook trail and to Spyglass Hill. A good example to study is Rennie's Brook in St. John's, NL, where the community and developers worked together to institute an

¹ As an aside, we believe this should apply to all new development in the Town. We have witnessed too many subdivisions in the Kennebecasis Valley where virtually all trees were eliminated and the land was exposed with the result that large amounts of sediments were deposited in watercourses and in the Kennebecasis River itself. Climate change planning calls for the retention of trees to assist in temperature moderation and to act as carbon sinks.

extraordinary buffer and system of trails for the protection of the watercourse and for the benefit of residents.

We appreciate that the requested watershed, Spyglass Hill and trail system protections will require additional efforts and expense by the Town and developers. However, these three assets are at the core of what makes our Town such a wonderful place to live. To lose them would be a tragedy and would degrade the quality of life for one-and-all.

Thank you for receiving this letter. We would be pleased to contribute in any future consultations on development in the Allison Drive Study Area.

Sincerely:

[Redacted signature]

[Redacted signature]

[Redacted name and title]

[Redacted name and title]

Cc: Mr. Stirling Scory, Town Planner, Town of Rothesay
Mr. Peter Allaby, P.Eng., Crandall Engineering

2019May13OpenSessionFINAL_206

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Feedback on Secondary Plan (Hillside Development)
Date: December-11-18 8:23:27 AM

From: Matthew Alexander
Sent: December 10, 2018 7:23 PM
To: John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Feedback on Secondary Plan (Hillside Development)

FYI

Matt Alexander
Deputy Mayor, Rothesay

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.

Begin forwarded message:

From: [REDACTED]
Date: November 21, 2018 at 10:58:34 AM AST
To: grantbrenan@rothesay.ca, donshea@rothesay.ca, peterlewis@rothesay.ca, billmcguire@rothesay.ca, Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>, miriamwells@rothesay.ca, mattalexander@rothesay.ca, nancygrant@rothesay.ca
Subject: **Feedback on Secondary Plan (Hillside Development)**

My name is [REDACTED]. I am a new home owner in Rothesay. My husband and I recently purchased a property on Dunedin Rd. That being said, I grew up in Rothesay and have always considered it "home."

I am an MBA and a PMP certified Project Manager by trade and I am now a very concerned citizen and taxpayer of Rothesay.

With respect to the Hillside Plan that was presented on Thursday Nov. 15th, I have several comments, questions and concerns.

- 1) **Stakeholder Management** - Has a Stakeholder Management Plan and supporting Communications Plan been created? Do you have a complete list of stakeholders (which includes anyone or group who will be impacted either positively or negatively by this plan) and a formal plan to communicate appropriately with each stakeholder and stakeholder group?

It was very clear to me at the meeting on Thursday night that not all stakeholders have been appropriately contacted by the town with respect to this plan. There was a noticeable gap with at least 3 concerned land owners who claimed to have not been contacted at all.

As a new resident and participant at the meeting, I now wonder how many more land owners and stakeholders have not been appropriately and respectfully engaged in the development of this plan. I also now question how viable this plan is given the fact that there are land owners who are unwilling to sell.

A colour-coded map that provides visibility to who is willing to sell and who is not, would be very helpful in terms of testing viability of the plan.

- 2) **Taxpayer investment** - How much of taxpayer dollars has been spent thus far on the engineering consulting firms who have been engaged to build these detailed plans for the last 2 years without a clear understanding from current land-owners? It concerns me greatly, as a taxpayer, that a great deal of money has been spent on a very detailed plan that may not even be possible to execute as a result of a lack of private land owner support and Town of Rothesay resident support.
- 3) **Phasing the plan** - While there are projections as to how long this plan will take to execute (30-40 years) there is no phasing information provided. Phasing this plan would be highly beneficial not only from a communication / stakeholder management perspective but also from a business case visibility and financial management perspective.

By using filters such as (a) land owner willingness to sell, (b) adjacent street access, (c) low cost of infrastructure investment, (d) proximity to water etc..a prioritized phased plan could be developed and communicated.

- a. What roads / development areas would start immediately once the plan has passed (Phase 1)?
- b. Where is the development anticipated within the next 5 years (Phase 2)?
- c. Where is the development anticipated within the next 10 years (Phase 3)?
- d. Where is the development anticipated within the next 20 years (Phase 4)?
- e. Where is the development anticipated within the next 40 years (Phase 5)?

With this kind of high-level phased roadmap, as a town council, you can invest in the earliest and most “real” development opportunities. Assume, for Phases 1 and 2 you already have land owner and developer interest, you can then invest in realistic and accurate detailed planning, and business case builds and be in a better position to answer detailed questions for those who will be impacted in the near term.

With a phased high-level roadmap, as a town council, you can then also

appropriately decrease your level of investment in detailed planning for later phases that are “at risk” due to the timeline (out 20-40 years) and / or whereby the land owner is not willing to sell.

- 4) **Population Growth / Market Demand** - I am unclear as to where the buyers for this proposed development are going to come from. The “demand” side of the financial model for this project weak at best. The population for Saint John and for New Brunswick is declining. (Telegraph Journal Nov. 19th). While Rothesay may be experiencing small increases in population, those are likely only to the detriment of Saint John and the growth is certainly not directly linked to any major local project or business start-up in the area.

While your population numbers cite an increase in the senior citizen population as a driver for this initiative, the population “bubble” within this demographic on the graph likely represents the Baby Boom generation. Building to accommodate the needs of this generation 30-40 years out does not make sense as this demographic “bubble” will no longer exist in 30-40 years. I would also argue that the Hillcrest AE McKay Condo development still has 22 units for sale. Clearly the demand for those looking to downsize or for alternative housing options is either being currently met, or it does not exist to the extent projected.

- 5) **Cost of development for taxpayers – The cost to taxpayers for this development is unacceptably unclear.**

It was stated at the meeting the hope is that this development will be “tax neutral” for residents. In other words, the tax base increase would off-set the cost of the infrastructure development that would be shouldered by the residents of Rothesay.

This plan drives many net new costs:

- The costs of the engineering firms for the last two years to build this plan
- The cost of upgrades to existing roads. For example, sidewalks only go part way up Dunedin Rd. This existing infrastructure would have to be upgraded for many existing roads if this plan were to come to fruition.
- The cost of the new development infrastructure.
- The increase in on-going road maintenance costs (more roads means more cost.)

There is the very real possibility that the “demand” for these properties does not come to fruition and therefore the new infrastructure costs will have to be supported without a tax dollar off-set.

There is also the possibility that this development may in fact de-value

existing properties (the mere chatter about this plan has the potential to do just that) and therefore the existing tax base will decrease.

I am not at all confident that all the checks and balances are being built into the financial model / business case. Let's make sure that property developers fully understand and shoulder the required costs so as to ensure that this does not create an additional cost burden for the tax payers of Rothesay.

- 6) **Loss of the Hillside Trail Asset** - The loss of the Hillside trail and connecting green spaces is a significant concern. This is clearly a wide-spread concern amongst residents. I would suggest that the concern within the Rothesay resident population base spans well beyond the residents who have been contacted thus far regarding this plan. There are many residents who access and enjoy this recreational space who do not live within the Hillside area. Town councillors need to ensure that ALL Rothesay residents are made aware of how this plan will impact this trail.
- 7) **Traffic Flow Analysis** - There are clearly still many outstanding concerns within the plan with respect to traffic flow analysis as it relates to the grade (steepness) of many of the roads that will be required to support increased traffic volumes. Traffic volume patterns were compared to Highland Ave and K-Park. From a population perspective, this comparison may be valid. However, once you build in the grade, blind / hairpin corners, a lack of sidewalks, and hazardous winter driving conditions that come with any of the existing roads on the hillside, I suspect these models will be called into question.
- 8) **Water costs** – There was discussion regarding water costs at the planning meeting. Specifically, within this new plan town water was presented as an “opportunity” for existing residents, not an “obligation.” Again, clear understanding and messaging for residents is required. I currently consider this positioning to be false and misleading.

We recently purchased our home on Dunedin Road. At the time the home was built, town water was not an option. We are therefore on a well. Interestingly however, we must pay for town water monthly even though we do not have the current capability to access it or use it. The town informed us that because the option for us to pay approximately \$5000 to hook up to town water is a possibility for us, we must pay as though we are hooked up to it. From my standpoint, this is an “obligation,” not an “opportunity.”

Thank you for reviewing my concerns. I can be contacted directly at (506)

[REDACTED]

Best,

[REDACTED]



2019May13OpenSessionFINAL_211

From: [Brian White](#)
To: [Stirling Scory](#)
Subject: FW: Proposed North and South residential development plan in Rothesay near the Riverside Golf & County Club as well as the RNS Anglican Church owned property.
Date: Friday, November 16, 2018 12:34:56 PM

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

From: [REDACTED]
Sent: 16 November 2018 12:34 PM
To: Brian White
Cc: Nancy Grant; hugh.flemming@gnb.ca; John Jarvie; Matthew Alexander
Subject: Proposed North and South residential development plan in Rothesay near the Riverside Golf & County Club as well as the RNS Anglican Church owned property.

Hi Brian,

Thanks very much for having the Public meeting last night concerning the preliminary plans for the above noted residential housing developments. I found the presentation and resulting discussion to be very interesting and informative.

Before I go further, I want to thank the Town of Rothesay for completing the work on the entrance road to Kennebecasis Park. This upgraded road was important, in order to avoid Kennebecasis Park isolation concerns, caused by future spring floods. I also understand that extensive conversations with the City of Saint John were required to allow for the road upgrade work to proceed. I very much appreciate the Town of Rothesay's efforts to resolve this issue.

I noted an error this morning in Elizabeth Bate's article in the Telegraph Journal on the Public meeting. Elizabeth notes that the development proposal does not include a vehicular connection between the north and south developments due to a wetland in this area (between the Riverside Golf Course and the four lane MacKay highway). As you know there is no wetland in this location.

The wetland is in fact, as you know, between Wiljac Street and the four lane MacKay highway. The location of this wetland has caused the proposed exit for half of the residential development to the Fox Farm Road to be via Wiljac Street, rather than have it constructed on a new street through the wetland area.

It appears from comments during the meeting yesterday that the use of Wiljac street for access to the Fox Farm Road is a major concern to the residents of Wiljac Street.

During the Public meeting yesterday evening, I proposed an alternative to avoid Wiljac Street as an exit to the Fox Farm Road from the proposed development. I suggested that an overpass be constructed above the four lane MacKay highway, to allow for access of both the North and South proposed housing developments to the Fox Farm Road. This construction would be carried out in an area which would avoid any wetlands.

I understand that this overpass would be a substantial cost, but the resulting road from a new MacKay highway overpass to the Fox Farm Road would also open the lands on the Golden Grove Road side of the four lane MacKay highway for future development, (Duck Lake and Fairweather Brook lands).

The consultant noted, as a result of my overpass suggestion, that there are wetlands on both sides of the four lane MacKay highway near the top of the Fox Farm Road.

I have walked that area in the past, and I also checked google earth this morning. I note that there already exists a rough road parallel to the MacKay Highway. This existing rough road is in the exact location which would be used to construct a new street connection between my proposed overpass to the top of the Fox Farm Road. Since this

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rough road already exists, I expect that upgrading it should not present an environment concern, if proper construction procedures are utilized.

I also noted in my comments yesterday evening that a few years ago the Province of New Brunswick constructed an interchange with the main provincial highway to allow for lands in Westfield to gain easy highway access. This construction was done at least in part, (according to newspaper articles at that time) to assist Westfield to develop further residential neighbourhoods.

Possibly the Town of Rothesay could approach the Province of New Brunswick to determine if funding might be available to fund an overpass to assist in developing land on both sides of the MacKay Highway in the area of the top of the Fox Farm Road.

I hope that the Town of Rothesay and its consultants will consider this overpass possibility further, in light of the concerns expressed by the residents of Wiljac Street. I would be very interested in hearing any comments forthcoming on my proposal.

Thanks for listening,

[Redacted]

[Redacted]

Rothesay, N.B.
E2H1B2

[Redacted]

[Redacted]

2019May13OpenSessionFINAL_213

From: [REDACTED]
To: [Brian White](#)
Cc: [Nancy Grant](#); [Matthew Alexander](#); [Miriam Wells](#); [Tiffany Mackay French](#); [Bill McGuire](#); [Peter Lewis](#); [Don Shea](#); [grantbrennan@rothesay.ca](#); [John Jarvie](#); [pa@crandallengineering.ca](#); [Stirling Scory](#)
Subject: SECONDARY PLAN PUBLIC MEETING - NOVEMBER 15, 2018 @ BILL MCGUIRE CENTRE
Date: Monday, November 19, 2018 12:30:54 PM

Dear Brian,

Referencing above subject, the proposed development of the parcels of land between Grove Avenue and Fox Farm Road again raised serious concerns with many in attendance.

Since this latest version of the secondary plan directly affects my neighbourhood, I feel compelled to once again express my concern(s). I reside at 6 Valpy Drive (Corner of Dunedin and Valpy). Given where my house is situated on said corner lot, I (and presumably some of my neighbours) stand most to be impacted in a negative way should Dunedin Road be extended as per schematic presented at the November 15th meeting. As modest as my house is, it is a major investment and I feel obliged to protect it.

I am aware of the Town's desire to increase its tax revenue with this proposed development, however, the issues surrounding Dunedin and Horton Road are nothing new. This area in particular is very well documented (dating back to 2000 - Country Club Heights / Cedar Point Estates). Some council members and the Town Manager (copied in this email) are familiar with the history going back more than 17 years. I have documentation on hand that dates even further than the above mentioned period, expressing concerns about the possibility of future development.

At the risk of repeating myself I will be as brief as possible, focusing on only one of the more sensitive points raised in my earlier correspondence.

Even with the rebuilding of Dunedin Road in 2010 the grade on portions of Dunedin (and Horton) exceed acceptable subdivision standards. The Town has acknowledged this in the past. The intersection at Dunedin & Horton is a hazard and the scene of near misses by neighbours. The physical characteristics of these roads cannot be made to take on additional traffic. Development involving Dunedin Road, to the degree indicated in this latest study will only worsen the situation, placing increased demands on an already substandard infrastructure. The potential for increased traffic on this road, will make it even more dangerous, particularly during the winter months. As is obvious, Dunedin is a very narrow/winding road, barely able to cope with today's existing traffic. To this day, I do not understand why the Town did not include calming devices (speed humps) during the 2010 rebuild. Other municipalities use them (i.e. Sussex and Moncton). And they are effective!

Given the above, I am finding it very difficult to rationalize Dunedin becoming a through road as part of the solution to moving the Town's development agenda forward. There may be other "avenues" out there to make this workable...? Perhaps the town could (should) concentrate on road system(s) on the opposite side of the golf course since they are more in line with sub-division standards and in their current condition more capable of handling an increase in flow of traffic. Perhaps I am not properly reading the schematic provided by the Town but it appears Renshaw Road is some sort of a cul-de-sac and not linked to the network as a through street...?

When this development matter was known as "Hillside Secondary Plan" it was to provide "assurance to residents that Rothesay will grow in a desirable, feasible and quantitative way that further augments the character and identity of the town". I noticed "Hillside" was replaced (in 2016) with the "Dunedin Road / Allison Drive Study Area". As the study stands now, I fear the "character" in the older established neighbourhood(s) will be lost.

In the strongest possible terms I respectfully urge the Mayor and Council (and others involved in this process) to revisit the latest presentation of the secondary plan study.

Sincerely,

A large black rectangular redaction box covering the signature area.

December 3, 2019

Town of Rothesay

Mayor & Council:

Thank you for the information session on the secondary Municipal Planning Review held Thursday, November 15th at the Bill McGuire Community Center.

As a life-long resident of Renforth/Rothesay and my wife and I, 47 year residents of Wiljac Street, we offer the following comments for your consideration.

- 1) "Reconstruction of Wiljac Street to include sidewalks, curbs, gutters and fire hydrants" – Over the years the elevation of Wiljac Street has been raised a number of times, causing many of us on the Route 1 side, to have short and steep ramps up to the travelled portion of the street. This is particularly difficult in winter conditions and a safety hazard particularly with the projected 3000 cars per day. Any proposed sidewalks, etc. should be on the North West side of the street without increasing the overall street elevation.
- 2) "387 Dwellings – 2035 People – 3000 cars per day" . It was stated that the car count is the same as the count from the Kennebecasis Park Sub Division. I make the point that there are 8 or 9 streets on Park Drive alone, leading to the entrance of the Park at which point there are 3 or 4 houses located in Saint John. In the proposal, all traffic (3000 cars/day) will be directed to Wiljac Street to connect to the Fox Farm Road. This is unacceptable. I respectfully ask how you would like having to deal with that number of cars going by your front door within just several feet of your front steps? Please consider any and all alternatives.
- 3) At two previous information sessions, 2016 and a few years prior at the Riverside Country Club, as well as this one, it was stated the Provincial Government would not permit an on ramp to Route1, possibly in the middle of the two areas in question. The reasoning given was that it would be too close to the existing Fox Farm Road on ramp. This argument doesn't stand up. The on ramp located at the Rothesay Ave overpass is a very short distance away from the off ramp to Ashburn Lake Road. It could be possible, that an on ramp – say near the Golf Course , would be at an even greater distance apart from the Fox Farm than the existing Rothesay Ave and Ashburn Ramps. The other major advantage of a more central on ramp, would be the elimination of having to deal with the wetlands and the construction details they require.

- 4) "Municipal Water" –We missed the answer to the question "Is municipal water an option or an obligation". Would you please clarify this for us?

We trust you will consider the above comments and suggestion as you continue future municipal planning for the town.

Respectfully submitted

[REDACTED]



2019May13OpenSessionFINAL_217

BUILDING PERMIT REPORT

4/1/2019 to 4/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
04/10/2019	BP2019-00013	157 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$20,000.00	\$145.00
04/03/2019	BP2019-00018	7 HILLCREST DR	SINGLE FAMILY	\$300,000.00	\$2,175.00
04/10/2019	BP2019-00019	3 HENDERSON PK	RENOVATION	\$157,500.00	\$1,145.50
04/03/2019	BP2019-00024	8 GRIST ST	ELECTRICAL UPGRADE	\$3,000.00	\$21.75
04/08/2019	BP2019-00025	80 RENSHAW RD	RENOVATION	\$5,000.00	\$36.25
04/10/2019	BP2019-00026	16 HILLCREST DR	ACCESSORY BUILDING	\$2,500.00	\$21.75
04/12/2019	BP2019-00027	2 ALEXANDER AVE	DEMOLITION	\$0.00	\$500.00
04/25/2019	BP2019-00029	113 BEAUVISTA ST	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
04/30/2019	BP2019-00030	7 DOBSON LN	ABOVE GROUND POOL/DECK	\$5,000.00	\$36.25



2019May13OpenSessionFINAL_218

BUILDING PERMIT REPORT

4/1/2019 to 4/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$494,000.00	\$4,101.50
Summary for 2019 to Date:				\$1,087,807.00	\$8,979.00

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$2,764,109.00	\$20,110.00
Summary to Date:	\$3,452,199.00	\$25,185.50

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 May 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 31/03/19*	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 ¹	-	Funding application submitted
	Fields & Trails	40,000	85%	Wells rustic trails underway
	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
	Fleet Replacement	620,000	83%	1T plow truck ordered
	Trail link R/O	100,000	-	Partial estimate
	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	1%	Truck, miscellaneous
	Town Hall	90,000	3%	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	-	Underway
	Curb & Sidewalks (Marr Road)	425,000	-	Included in the 2019 resurfacing project
	Drainage (Church Ave)	1.75M	-	Underway
	Fleet/Equipment	665,000	-	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	-	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	-	Proposal award on Agenda	
Water quantity	300,000	-	Project start up pending	

* Funds paid to this date.

¹ Subject to Build Canada funding



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 9 May 2019
RE : Local Improvement By-law 1-19

RECOMMENDATIONS:

- Council remove By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement", from the table
- Council give Reading by summary to By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement"
- Council give 3rd Reading by Title and Enactment to By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement"

BACKGROUND:

By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement", is before Council for Reading in its Entirety, 3rd Reading by Title and Enactment. The *Local Governance Act*, Section 15, allows for a summary of a by-law to be read rather than the By-law being read in its entirety, on unanimous decision of Council AND posting to the municipal website, at least two weeks' prior to enactment.

At the April 8 Council meeting, Council approved amendments to By-law 1-19 as submitted by the Works and Utilities Committee; authorized staff to advertise the By-law as to content on the Town website, in accordance with the *Local Governance Act*; and tabled the By-law pending the advertising on the website. The notice was posted to the website on April 26, 2019 and messages were posted/scheduled to/for the Rothesay Facebook and Twitter accounts on the following dates:

Tuesday, April 30, 2019
Thursday, May 2, 2019
Saturday, May 4, 2019

Tuesday, May 7, 2019
Thursday, May 9, 2019
Saturday, May 11, 2019 (*scheduled*)

Attachments: By-law summary
By-law 1-19
Website notice (April 26, 2019)



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 8 May 2019
RE : By-law 1-19 Summary

By-law 1-19 “A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement”

By-law 1-19 outlines the Procedures to be followed for proposing a (project specific) local improvement by-law for a capital work authorized by Council. A (project specific) local improvement by-law directs the undertaking of a capital work of greater benefit to a specific area of Rothesay rather than to the whole Town.

Real property owners who will receive the benefit will receive notice outlining the details of the project and associated costs. Owners may file a written objection with the Town Clerk’s office. A public hearing shall be scheduled if the Clerk receives any written objection from a benefiting real property owner. Council may make a by-law respecting a local improvement if no objections have been received or, if an objection has been received, following a public hearing.

The by-law respecting a (project specific) local improvement shall contain the provisions as required by legislation, including but not limited to a description of the project, its location, total costs and the proportion of costs against the real properties in the area receiving the benefit, and payment.

Town administration shall follow the requirements as outlined in By-law 1-19 with respect to enactment of a special assessment (project specific) by-law and all subsequent requirements in the special assessment (project specific) by-law.

By-law 1-19 applies to any local improvement by-laws enacted under authority of the *Local Governance Act*, S.N.B. (2017) Chapter 18, after January 1, 2019.

FIRST READING BY TITLE: 11 March 2019

SECOND READING BY TITLE: 11 March 2019

(Advertised as to content on the Rothesay website in accordance with *Local Governance Act* S.N.B. (2017) Chapter 18) 26 April 2019

BY-LAW 1-19 Schedules

SCHEDULE A Form of Notice to Property Owners
SCHEDULE B Form of Warrant of Assessment
SCHEDULE C Form of Local Improvement Assessment Roll
SCHEDULE D Form of Precept

ROTHESAY BY-LAW 01-19
A BY-LAW DESCRIBING THE PROCEDURE FOR DIRECTING THE UNDERTAKING OF A WORK
AS A LOCAL IMPROVEMENT

The Council of the town of Rothesay (hereinafter called the "Council") pursuant to the authority vested in it under the provisions of the Local Governance Act, S.N.B. 2017, c. 18 (hereinafter referred to as the "Act") enacts the following By-Law:

1. This By-Law may be cited as the 'Local Improvement Procedures By-Law - 2019'.
2. In this By-law "owner" means the person or persons in whose name real property is assessed under the Assessment Act, R.S.N.B. 1973, c. A-14 and amendments thereto.
3. Where this By-Law provides that to enact a By-Law two-thirds of the Council must vote in favour thereof, it shall be sufficient compliance with such provision if two-thirds of the Council vote in favour of the By-Law on third reading by title.
4. The Council may authorize and direct the undertaking of any capital work of greater benefit to a specific area of Rothesay than to the whole municipality as a Local Improvement and order that the cost thereof or such portion of the cost as determined by By-Law be raised by special assessment.
5. The Director of Operations, upon the completion of the work, shall determine the cost of the work and file with the Clerk a certificate showing:
 - (a) the date of completion of the work, and
 - (b) the cost of the work done.
6. Such certificate referred to in paragraph 5 is conclusive evidence of such cost and of the amount payable by each owner.
7. The cost of a work is deemed to include:
 - (a) the actual cost of construction;
 - (b) the cost of engineering and surveying;
 - (c) the compensation for lands taken for the purpose of the work or injuriously affected by it and the expenses incurred by the municipality in connection with determining such compensation;
 - (d) the estimated cost of the issue and sale of debentures and any discount allowed the purchasers of them;
 - (e) the interest on all borrowings in connection with such work and any expenses incidental to the entering on, carrying out and completing the work and raising the money to pay the cost thereof; and
 - (f) such other cost as Council deems appropriate to attribute to the work.

8. Council may cause a notice of its intention to undertake a work as a local improvement to be delivered to all benefiting real property owners who will be liable to pay the cost of the local improvement:
 - (a) on its own initiative; or
 - (b) upon presentation of a petition to Council asking that a work be undertaken, signed by at least two-thirds of the owners of the parcels proposed to be specially assessed.
9. The notice referenced in paragraph 8 shall include:
 - (a) a summary of the local improvement;
 - (b) the costs specified in a By-Law as set out under paragraph 14; and
 - (c) a statement that the owner may file a written objection to the local improvement with the Clerk within 30 days after receiving the notice.
10. The notice referenced in paragraph 8 shall be left at the residence or place of business of the owner or mailed to the owner at his or her last known residence or place of business.
 - (a) A notice left at a residence or place of business is deemed to have been given to the owner on the day it was left.
 - (b) A notice mailed shall be deemed to have been given to the owner seven days after the day it was mailed.
11. If an owner of a parcel proposed to be specially assessed, files an objection against proceeding with the proposed work with the Clerk within thirty (30) days of the notice, Council shall set a time for a public hearing.
12. Council shall provide notice of the public hearing to the benefiting real property owners of the proposed local improvement at least thirty (30) days before the date set for the hearing.
 - (a) Notice of the hearing shall be given in accordance with paragraph 10.
13. Council may, by By-Law passed by the affirmative vote of not less than two-thirds of the Council, make a By-law respecting a local improvement:
 - (a) if no objection has been received within the time specified in paragraph 11; or
 - (b) if an objection is received within the time specified in paragraph 11, after holding a public hearing under paragraph 11.
14. A By-Law adopted under paragraph 13 shall:
 - (a) declare a work to be necessary in the interest of the specific area of the Town in which it is to be made;
 - (b) authorize and direct the undertaking of such work;
 - (c) order that the cost thereof shall be raised by special assessment, or such portion of the cost as may be fixed by by-law;

- (d) describe the local improvement,
 - (e) define the area of Rothesay which is the subject of the local improvement and the parcels of land that will be affected,
 - (f) state the total cost of the local improvement and the mechanism for determining that cost, and
 - (g) state the proportion of the total cost to be levied against each parcel of land that will benefit from the local improvement and the mechanism for determining and recovering that cost.
15. The owners' portion of the cost of any work undertaken as a local improvement shall be one hundred percent (100%) or such lesser share as shall be prescribed by Council in a particular local improvement by-law.
16. If any lot or parcel of land that has not been assessed by way of special assessment for any part of the cost of a local improvement connected therewith, Council may by resolution order that such lot or parcel of land be assessed by a special assessment as was assessed against the lands to which the local improvement was constructed and the Clerk shall add to the local improvement assessment roll for the work, the name of the owner of each parcel of land when benefited by the local improvement and the notice provisions of paragraph 8 shall apply.
17. Except as hereinafter provided the owners' portion of the cost of the work shall be paid by equal annual instalments over the term fixed for payment.
18. Except as herein otherwise provided, every parcel shall be assessed according to a formula set out in the By-Law and which shall be established by Council so as to render a result Council considers to be fair and equitable.
19. Where a lot is for any reason wholly or in part unfit for construction purposes a reduction shall be made in the special assessment which would otherwise be chargeable thereon, sufficient to adjust its assessment as compared with the lots fit for building purposes on a fair and equitable basis. The Clerk shall make a reduction under the provisions of this paragraph.
20. Every parcel other than a parcel belonging to Canada or to the Province shall be liable to special assessment.
21. Where Council has adopted a special assessment By-Law, the Clerk shall:
- (a) cause to be prepared a special assessment roll to be known as the local improvement assessment roll for the work; and
 - (b) within ninety days after the passing of the By-Law directing the undertaking of a work as a local improvement, deliver to the owner of each parcel to be assessed a notice in the form set out in 'Schedule A' that shall contain the following information:
 - i. a description in general terms of the work;
 - ii. the estimated cost of the work;
 - iii. the owners' portion of the cost expressed in dollars or as a percentage of the total cost to be specially assessed; and
 - iv. the number of annual instalments in which the assessment is payable.

22. The notice referred to in paragraph 21(b) shall be delivered in the same manner as set out in paragraph 10.
23. Any person to whom a notice of a special assessment has been delivered may within thirty (30) days after delivery thereof petition the Clerk for revision of the local improvement assessment roll in the following matters:
 - (a) the names of the owners of affected parcels; and
 - (b) the application of the calculation to any affected parcels.
24. The Clerk shall consider such petition and if she finds any error in respect of the matters referred to in paragraph 23 such that an adjustment should be made, she shall make such alterations or amendments in the roll as appear proper but the charge to any parcel shall not be altered on the roll until notice of such intended alteration is first given to the owner of such parcel.
25. In the manner prescribed by paragraph 22, the Clerk shall deliver notice of her decision to the applicant and to the owner of any parcel whose charge is affected by an alteration or amendment.
26. Each year on or before February 15th, Council shall by resolution determine the owners' portion of the cost of each work completed within the preceding twelve months and shall direct the Clerk by warrant of assessment in the form set out in Schedule B to assess and levy such cost in accordance with this part.
27. The warrant of assessment shall be executed by the Mayor and Clerk under the corporate seal of Rothesay and attached to the local improvement assessment roll. A local improvement assessment roll shall be prepared in the form set out in Schedule C.
28. When the Clerk receives a warrant of assessment she shall determine the charge and compute the total assessment to be levied on each parcel and the amount of each annual instalment in accordance with the form set out in Schedule D.
29. The Clerk after having completed the local improvement assessment roll shall certify the roll to be correct and thereupon the roll and the special assessment shall be valid and binding upon all persons concerned, and upon the parcels specially assessed; and the work in respect of which the local improvement assessment roll has been made and certified shall be conclusively deemed to have been lawfully undertaken and proceeded with pursuant to and in accordance with the Act.
30. The Clerk shall on or before the first day of March in each year in which an instalment is payable, deliver to the Treasurer an assessment roll containing the names of the owners of each parcel that has been assessed, identifying it, and the addresses of such owners together with the amount of the instalment payable in such year and shall endorse on such assessment roll a precept in the form as set out by Schedule D. The Treasurer shall cause the special assessment to be levied and collected in accordance with paragraph 31.
31. The terms and conditions for collection and payment of special assessments are as follows:
 - (a) special assessments shall be paid annually as a component of the utility accounts;
 - (b) annual installments shall be paid to the Town on or before the first day of June in

- each year,
- (c) installments in arrears shall bear interest at the same rate as that for outstanding utility account per month or part thereof until paid;
 - (d) the same terms and conditions respecting the collection of accounts in default of payment as set out in Rothesay Sewage and Water By-Laws, shall also apply to the special assessment component of the invoice.
32. The proportion of the total cost referred to in paragraph 14 (g) that is due and payable for a period of sixty (60) days constitutes a special lien and charge on the land in priority to every claim, privilege, lien or encumbrance of any person whether the right or title of that person has accrued before or accrues after the lien arises, and the lien is not defeated or impaired by any neglect or omission of the local government or of any officer or employee of the local government or by want of registration.
 33. A special assessment, except so much as is in arrears and unpaid, shall not as between a vendor and a purchaser or in respect of a covenant against encumbrances or for the right to convey, or for quiet possession, free from encumbrances, be deemed to be an encumbrance upon the lands upon which the special assessment is made.
 34. Rather than basing the special assessment on the cost of the work, Council may by By-Law fix a uniform unit rate for a class of work that may be undertaken as a local improvement.
 35. The omission to deliver any notice in no way affects the liability of any person to pay any special assessment or the validity of any proceeding taken hereunder to enforce payment of any assessment imposed under this By-Law or local improvement By-Laws prepared in accordance with this By-Law.
 36. When a parcel against which a special assessment is in effect divided, the Clerk, with the written consent of the owners of each parcel, may apportion the balance of the special assessment between such owners in such manner as she shall determine, and thereafter the lien for the balance of the special assessment payable by each owner shall extend only to the parcel of such owner.
 37. Where an owner of a property pays an amount determined by the Clerk to be the full sum of the outstanding balance of the special assessment calculated under paragraph 14 (g), no further payments against the property will be assessed under the By-Law.
 38. The Treasurer will cause any payments received in accordance with paragraph 37 to be deposited in a reserve account solely for the purpose of retiring the debt associated with the work.
 39. This By-Law applies to any local improvement by-laws enacted under authority of the Act after January 1, 2019.

FIRST READING BY TITLE: 11 March 2019

SECOND READING BY TITLE: 11 March 2019

(Advertised as to content on the Rothsay website in accordance with *Local Governance Act* S.N.B. (2017) Chapter 18) 26 April 2019

BY-LAW SUMMARY READ:

THIRD READING BY TITLE
AND ENACTED:

MAYOR

CLERK

Schedule A. FORM OF NOTICE TO PROPERTY OWNERS

Please be advised that:

The Council of the town of Rothesay pursuant to the authority vested in it under the provisions of the Local Governance Act, S.N.B. 2017, c. 18 and By-Law 1-19 has undertaken a local improvement to be paid by special assessment against affected properties.

The work to be done is as follows: Account #
description in general terms of the work By-Law #

a description in general terms of the area affected

The estimated total cost of the work is: \$ *the estimated cost of the work*

As the owner of: *Civic address*

PID:

You are to be assessed \$ *amount in \$* per year which is % *%* of the total cost approximately of the work

A total of is being assessed for this work.

This special assessment is payable in # equal annual installments.

Issued at Rothesay *date* signed *Signature of clerk* Clerk

Schedule B. FORM OF WARRANT OF ASSESSMENT

The warrant of assessment shall be in the following form:

Moved by _____, seconded by _____

Whereas projects were undertaken as local improvements in accordance with the pertinent By-Laws, Rothesay Council hereby directs that a special warrant be issued for the sums set out in the local improvement assessment roll for 20XX and further directs the Clerk to cause such special assessments to be collected in accordance with By-Law 1-19.

Local Improvement By-Law #	Amount to be collected

Dated _____

Mayor

.....

Clerk

Schedule C. FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL

For the Year 20__ Rothesay Local Improvement By-Law # _____

1	2		3	4	5	6	7	8		
Assessment account number	PID of Assessed Property	Owner name	Owner Address	Civic Address of Assessed Property	Total of Variables	Variables reduced or exempted	Net Variables	\$ per Variable	total assessment (\$)	amount of each annual instalment (\$)

_____ prepared by

_____ date

_____ Clerk

_____ date

Schedule D. FORM OF PRECEPT

The precept required by paragraph 30 shall be set out in the form as shown below.

Rothesay Letterhead

To the Treasurer for Rothesay:

I hereby certify that the attached assessment roll accurately identifies the properties subject to the special assessment in the amounts shown and I hereby direct you to collect from the several owners named in the annexed assessment roll the sums set against their respective names.

Clerk
Rothesay

2019May13OpenSessionFINAL_232

Phone: (506) 848-6600 (24/7 service) Email: rothesay@rothesay.ca

ROTHESAY



TOWN HALL

BY-LAW NOTICES / HEARINGS

PUBLIC NOTICE

By-law 1-19

“A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement”

Council of the town of Rothesay, pursuant to the authority vested in it under the provisions of the *Local Governance Act*, SNB 2017, c. 18, hereby gives notice it intends to consider enactment of By-law 1-19, “A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement”.

By-law 1-19 outlines the Procedures to be followed for proposing a (project specific) local improvement by-law for a capital work authorized by Council. A (project specific) local improvement by-law directs the undertaking of a capital work of greater benefit to a specific area of Rothesay rather than to the whole Town.

Real property owners who will receive the benefit will receive notice outlining the details of the project and associated costs. Owners may file a written objection with the Town Clerk’s office. A public hearing shall be scheduled if the Clerk receives any written objection from a benefiting real property owner. Council may make a by-law respecting a local improvement if no objections have been received or, if an objection has been received, following a public hearing.

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The by-law respecting a local improvement shall contain the provisions as required by legislation, including but not limited to a description of the project, its location, total costs and the proportion of costs against the real properties in the area receiving the benefit, and payment.

Town administration shall follow the requirements as outlined in By-law 1-19 with respect to enactment of a special assessment (project specific) by-law and all subsequent requirements in the special assessment (project specific) by-law.

By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement" is available [online here](#) or in the Clerk's office for review during normal business hours, exclusive of civic holidays.

Mary Jane E. Banks, BComm
Town Clerk
70 Hampton Road
Rothesay, NB E2E 5L5



ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	10 May 2019
RE	:	Water Bylaw 1-18 - Options

Recommendation:

It is recommended that staff be directed to prepare a draft amending bylaw to Bylaw 1–18 and hold a meeting with property owners of Residential Apartment Complexes effected to review potential changes.

Background:

At the April meeting Council heard a presentation from Mr. Andrew Baskin expressing concerns regarding the effect of Bylaw 1–18 on the financial aspects of his apartment building at 4 Scribner Crescent. His comments included representations that he had not had sufficient notice of the changes to the Bylaw. A number of other people attended the meeting who were understood to be owners of other buildings or their tenants. Figures were put forward as part of the presentation or in associated correspondence. In the agenda package Council also received emails and correspondence regarding the potential effects of the Bylaw as understood by the authors and a memorandum by the Director of Operations concerning the rationale for some components of the Bylaw. After reviewing the information presented, Council passed the following motion:

Council direct staff to prepare a report detailing options with respect to revisiting discussion regarding Water By-law 1-18.

Procedure

Fundamentally, Bylaw 1–18 is legally adopted. Therefore, any changes to the Bylaw will require an amending bylaw or a new bylaw that amongst other provisions would rescind Bylaw 1-18. If Council is now of the view that some aspects of the Bylaw should be changed, staff suggest that the current bylaw be amended with respect to those aspects rather than a new bylaw being prepared. There are a number of components of Bylaw 1-18 which are carried over from the original bylaw (#7-04), have been in place for some time and have not been raised as concerns.

An amending bylaw could focus on the issues that have been raised and provide some certainty in the normal administration of the water utility while the contentious matters are discussed.

Analysis

The municipal water system is linear. It operates most efficiently when there is continuity. Gaps in the system represent an investment by the utility that is generating a less than optimum return.

The key issues, which appear to be contentious relate to mandatory connection of the Residential Apartment Complexes in areas where municipal water is available. This is not a new principle. In fact, Town bylaws have required new construction of multiunit residential projects to be connected to the Town water system and in some cases developers have been required to

pay to extend the Town water system where necessary. This policy has been in place since 2002.

In essence, buildings constructed before that time have been provided relief from that principle and Bylaw 1-18 grants the owners additional time to align to this principle and a very long period to finance the charges paid to the Town.

In reviewing the concerns raised, it appears to staff there might be some misunderstanding of the costs to property owners of implementing the Bylaw. For example an examination of similar buildings currently connected suggest that water charges (fixed and consumption) per apartment unit currently runs in the range of \$20/month. The Treasurer has calculated the cost of the connection fee spread over 10 years to be less than ten dollars per unit per month. The installation cost of the service pipe on private property is the most significant cost because it must be incurred within the next three years. This cost will vary significantly but the estimated costs put forward by the opponents seem high. There is no reason to trench around the building to connect to the existing well service entrance. The service entrance can be placed on the outside wall closest to the street and internal piping run in ceiling spaces to connect to the existing plumbing. Meters are read from the exterior of the building.

There have been a number of comments about the residents in the apartment buildings that are affected by the Bylaw being of a certain economic condition and that such persons would be unable to find affordable housing in Rothesay. This suggests that any change in the cost structure of these businesses must be passed on directly to tenants. Currently there are older buildings, such as several on Sierra Avenue, connected to Town water that might be considered "affordable". There is also older multiple housing in locations not affected by the Bylaw which offer 'affordable housing' and provide competition to mitigate rental increases.

Some representations have been made that existing multiple unit residential buildings should be "grandfathered" and not required to abide by the Bylaw. Any provision in a bylaw today would be subject to revision by future councils. Perhaps a more effective means to ensure certainty would be to set out a process to eventually have all such buildings using the municipal water system. This would ensure greater equity in the use of the system with all owners of multiunit residential properties treated consistently.

Proponents of relief from the Water Bylaw have included commercial buildings in their request for change. However, the rationale put forward has been limited to matters relating to the residential buildings. It should also be noted that the previous bylaw (Bylaw 7-04) required commercial buildings to be connected to Town water.

Options

The following are among the options that could be considered in an amending bylaw:

1. review the properties to which the bylaw would apply and exempt those designated as 'nonconforming' under the zoning bylaw. (The zoning bylaw will be subject to revisions as part of the municipal planning process); and

2. charge the quarterly fixed charge (based on the size of the service pipe which would be required if a particular building was connected) and defer the connection requirement for multi-family residential a further two years (total five)
3. Add a clause that would delay the application of 7.6.1(d) to “Residential Apartment Complexes” until July 1, 2024. This would in effect allow as much as five years to plan for the cost of the connection and to execute the work. The connection cost would then be outside the normal mortgage renewal period for those that choose to finance these costs. Those that are prudent will have more time to plan; those that choose not to plan will be in a similar situation to that at present and can make representations to the Council of the day.
4. Staff recognize that circumstances are not uniform and that compliance with certain terms of the Bylaw may be especially challenging in some cases. Provision could be made for staff to recommend waivers of some aspects such as time lines for Council consideration based on factors such as hardship.

There may be other options that would achieve the objectives of the Town while being more satisfactory to owners of residential apartment complexes. For that reason, staff are recommending a working session with interested owners.

Conclusion

Bylaw 1–18 in its present form recognizes that a municipal water system best serves the community if all or most of the properties, particularly the heavier users, are connected. Water is fresher; chlorination is most effective and fire protection is optimized. Over the years, Rothesay has expanded the system to reach unserved neighbourhoods. It is also important to add customers who are capable of being served within the existing network.

Council will recognize that some decisions are required for the overall good of the community even though some individuals may be dissatisfied.

Propertystar Inc.

Negative Financial and Socioeconomic Consequences

By-Law 1-18

Mark Hatfield
5-7-2019

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Executive Summary

This report looks at the negative financial and socioeconomic consequences created by the enactment of By-Law 1-18, that after speaking with all elected town officials revealed that they had not been provided with the necessary information to make an informed decision before voting to approve the by-law. The concerns about the safety and reliability of the well water at the properties in question are addressed and shown to be what we consider a non-issue given our company policy and emergency response plan procedures in place to respond to such incidents when and if they should occur.

We submit that, By-Law 1-18 needs to be repealed and or amended to satisfactorily address these concerns and a grandfather clause be added to prevent this from becoming an issue again in the future.

Introduction

In early 2015, By-Law 2-15 was presented to council to replace the current Water By-Law 7-04. At that time, By-Law 2-15 was tabled by council due to feedback and information from a group of 10 owners (the owners) of commercial and residential properties in the Town of Rothesay.

This Group of Owners presented information on the negative financial and socioeconomic consequences that would be endured by them and the tenants who were dependent on the affordable housing provided by the properties in question.

The section of concern for the owners in By-Law 2-15 was the requirement for these owners to connect to the town water infrastructure at significant cost to themselves. Not only did this requirement put the onus of paying for the construction, installation, and renovation hookup costs onto the owners, but would also mandate the annual recurring expense of fees and usage costs normally associated with municipality provided water.

The concern for the residents of these properties, those who were in need of and dependent on affordable housing, was that the owners would have no choice but to pass these costs on to them, thus eliminating the primary if not only source of affordable housing within the town. Consequently, this would force these tenants to seek housing elsewhere outside of town limits.

After a meeting of council that included a presentation by the owners and was attended by a large party of the affected resident's dependent on affordable housing, By-Law 2-15 was tabled.

On March 5, 2019 a letter from Doug MacDonald, the treasurer of the Town of Rothesay, was received by the owners notifying them that without any consultation with them or what could be seen as proper or good faith communication beforehand, By-Law 1-18 had replaced By-Law 7-04. After reviewing By-Law 1-18 it was easily determined that this by-law was essentially the same as By-Law 2-15 which had been tabled 4 years prior.

Negative Financial Impact

The negative financial impact on our properties located at 2, 6, 10, 12 (the properties) strikes directly at the numbers an experienced investor would focus on when deciding the viability of an investment. Those numbers reflect the ability to generate cash flow and the expected long-term fair market value of the property.

Negative Recurring Cash Flow Impact

Schedule 1 provides a detailed analysis on the projected annual cash flow impact of By-Law 1-18, showing our most recent actual quarterly results adjusted to record the projected costs of By-Law 1-18. These adjusted quarterly results are then extrapolated to identify the projected annual negative impact on the properties over a ten-year period.

As you can see from Schedule 1, after the acquisition debt payments on the properties the cash surplus of \$ 1,488 quarterly and \$ 5,953 annually currently being generated by the properties, are reduced to a cash deficit of \$ (3,198) quarterly and \$ (12,791) annually.

The By-Law 1-18 projected recurring costs increase the annual operating expenses of the properties by 10.1%, an expense increase that can only be recovered by increasing the rental income charged to tenants who do not have the means to pay for such an increase in their housing costs. The hookup and installation costs have been estimated at \$ 6,360 per year over a ten-year term. The combined increase in expenditures under By-Law 1-18 over the same ten-year term represents an increase of 15.2% of the current annual operating expenses of the properties.

Negative Fair Market Value Impact on the Properties

The capitalization rate, or cap rate, is a key metric used when determining the viability of a proposed investment into commercial real estate. As defined by Investopedia, "The capitalization rate is used in the world of commercial real estate to indicate the rate of return that is expected to be generated on a real estate investment property.

Often called the "cap rate," this measure is computed based on the net income which the property is expected to generate. It is used to estimate the investor's potential return on their investment in the real estate market" Chen, J. (2019).

It is generally accepted that a reasonable cap rate or return on investment (ROI) for residential rental properties falls within the 4% to 10% range. As you can see from Schedule 2, before By-Law 1-18 was enacted, the properties were slightly outside of this range at 3.8% causing the property to be classified as a high-risk with a low/return on investment. Since By-Law 1-18 came into effect the cap rate now comes in at 0.8%, making this a property very difficult, if not impossible to finance by an outside financing source.

Table 1 below shows that in order to sell the properties as affordable housing properties to a third party and should that purchaser require the pre-By-Law 1-18 capitalization rate, the properties would have to be sold at a price of \$ 134,000. A reduction of 78.4% from the pre-by law enactment or, \$ 488,700.

(Table 1)

Propertystar Inc.

Return on Investment

2,6,10,12 Kingsview Court

Capitalization Rate Calculation

March 31, 2019

Pre By-Law 1-18

Fair Market Value of Property	622,700
-------------------------------	---------

Net Operating Income	23,798
----------------------	--------

Capitalization Rate	<u>3.8%</u>
---------------------	-------------

After B-Law 1-18

Fair Market Value of Property	134,000
-------------------------------	---------

Net Operating Income	5,054
----------------------	-------

Capitalization Rate	<u>3.8%</u>
---------------------	-------------

Given that our tenants cannot afford any substantial rent increases, (discussed later in this report), the end result is a paradigm shift in the business and financial model of the properties triggering a change in use. This, in turn, eliminates, 19 units of affordable housing in the Town of Rothesay.

At this point it is relevant to add that the properties at Kingsview Court do not represent all the affordable housing properties that Propertystar Inc. have invested into in the Town of Rothesay. We currently own two properties on Scott Avenue and another 4 on Arena Court.

Each of these 3 additional properties represent 12 units of affordable housing for a total of 36. Expectations are that when construction starts on the Town of Rothesay arena project, town water will be supplied on Scott Avenue. The negative financial consequences on Kingsview Court will apply to our 3 properties on Scott Avenue and Arena Court, thus the strong possibility of By-Law 1-18, as it is now written, eliminates a total of 55 units of affordable housing in the Town of Rothesay.

Negative Socioeconomic Consequences

One very important point that should not be minimized or overlooked is that the properties provide a service to persons and families who are on social assistance programs and those who work but are unable to make ends meet with the wages they are earning. This service is in the form of affordable housing, that without property owners' willingness to invest in affordable housing, these people would be forced to move outside the town and often move in to substandard dwellings compared to what they are enjoying now. The migration of these citizens would put a strain on the economy of Rothesay, especially the retail, restaurant, and small business industry. A lot of the hourly workers in these industries as well as others in the Town of Rothesay do not have reliable transportation to travel any amount of distance to and from work. Forcing these citizens outside of town limits would cause a workforce shortage for these skill sets in established businesses within the town.

It has already been established that absorbing the additional costs that are associated with By-Law 1-18 without passing them on to our tenants is not an option. Schedule 4 shows that passing these costs on to the end user is also not an option as the end result is an 13.0% increase in their rental expense. This amount significant as it is on its own, when combined with the rising costs of fuel, food, and other essential basic life necessities makes this situation especially egregious.

All one must do is research the issue to learn that the lack of affordable housing not only in our province, but also in the Saint John area is a serious need for many families.

The following quotes are from a CTV Atlantic News broadcast on February 14, 2018 and still available on the CTV Atlantic News website regarding a proposed project in Saint John:

“An affordable housing project has been shelved in a place where everyone seems to agree there is a desperate need for affordable housing....”

“...Saint John area typically we have over 1,000 families on a wait list for New Brunswick affordable housing...”, Saint John Councilor John MacKenzie. CTV Atlantic: Affordable housing project shut down in Saint John. (2018, February 14)

In March 2008 the Human Development Council published a report titled “A Portrait of Homelessness in Greater Saint John” containing among others, the following excerpts from their findings and recommendations:

“Overcoming homelessness needs each level of government to play its part”.

“The municipal government can: 4. Keep in mind the homeless population of Greater Saint John and the shelter community when determining priorities, budgets and policies”. A portrait of homelessness in greater saint john - The Homeless Hub. (2008).

More recently the CBC has posted the following online articles regarding the affordable housing crisis in New Brunswick:

- Many questions, few answers on homeless crisis | CBC News - CBC.ca
<https://www.cbc.ca/news/.../new-brunswick/questions-homelessness-housing-forum-1...>Mar 14, 2019
- NB non-profit housing in peril as advocates await provincial ... - CBC.ca
<https://www.cbc.ca/news/canada/new-brunswick/non-profit-housing-need-1.4961059...>Dec 31, 2018
- Moncton gets affordable housing plan, but no quick fixes | CBC News
<https://www.cbc.ca/news/.../new-brunswick/moncton-affordable-housing-plan-1.5080...>Apr 2, 2019
- 'Breaks my heart': Homeless face cold streets again with no ... - CBC.ca
<https://www.cbc.ca/news/.../new-brunswick/moncton-homeless-face-cold-no-plan-1.5...>Mar 13, 2019
- 'It takes all of us': CBC New Brunswick hosts forum on ...
<https://ca.news.yahoo.com/cbc-brunswick-hosts-forum-homelessness-170528775.html...>Mar 12, 2019

On September 4, 2015 Canadian Business posted the “Top Richest Neighborhoods in New Brunswick” and stated the following:

“New Brunswick’s richest neighborhoods are notable for not being located within its capital city—instead all five are located in Rothesay, a prosperous suburban enclave just up the road. This neighborhood, a new entry to the list this year, knocked off the neighborhood just south of it, a narrow strip of waterfront land running along Rothesay Road. Home to the Rothesay Yacht Club, this neighborhood also borders the exclusive Netherwood private boarding school and sits just north of the Riverside Country Club. Fore!” Staff, C. (2015, September 04). The Top 5 Richest Neighborhoods in New Brunswick

Given the volumes of evidence easily available, a very mynute of which are contained above regarding the affordable housing crisis in not only New Brunswick but in the Saint John area as well, we respectively ask the Mayor and Council:

“What are the optics when the New Brunswick town considered of having the five richest neighborhoods in the province, enacts a by-law that not only targets their most vulnerable citizens but also forces those who are the fortunate few that currently have affordable housing to look elsewhere, outside of Rothesay town limits?”

Water Quality Concerns

When discussing By-Law 1-18 with local media town officials stated that water quality and reliability were the main concern or the purpose for the changes of significance in By-Law 1-18 from the previous water by-law. We find these statement(s) very disingenuous or at the best an extreme lack of knowledge regarding the topic. How else do you explain that at no time did city officials ask to see a copy of our company’s emergency response policy and procedures in the event of a well water disruption event at any of our residential rental buildings?

This policy and the underlying procedures have been structured to effectively manage two different types of well water disruption events defined as, well water contamination, and well water disruption caused by a loss of power, malfunctioning well, malfunctioning ancillary equipment and infrastructure, and or natural causes.

Please refer to Appendix 2 to review a complete copy of our policy which details not only the steps that will be implemented to remediate the situation as quickly as possible, but also details the policy and procedures regarding the continuous supply of drinking and normal use water supplied to, and at no cost to them, to our tenants until services are restored completely.

Regarding the quality of our well water we adhere to all provincial legislated requirements. As evidence we submit the following excerpt from the published Province of New Brunswick document titled “Your Well Water, A Safety Check List”.

“Testing Your Well Water”

“Well water should be tested for the presence of bacteria regularly and for chemical contamination if it is suspected. In addition to regular tests, well water should be tested immediately if there is any change in its clarity, colour, odour or taste, or if there has been a significant change or new development on the surrounding land. If at any time, you have any doubt as to the safety of your private water supply, you should have it tested as soon as possible. Through regular assessment and testing of drinking water, the safety of your well water can be verified.

The checklist:

Sample your well water when the probability of contamination is greatest: early spring just after the thaw, after an extended dry spell, following heavy rains or after lengthy periods of non-use.

Carefully follow all instructions for taking a water sample and use a nationally accredited laboratory to have the sample analyzed.

Seek advice for both testing and any corrective action from the Departments of Environment and Local Government, or Health.” YourWellWaterSafetyChecklist.pdf. (2016, November)

To further support our position on the quality of our well water we have submitted the most recent report on our well water quality at the properties dated April 15, 2019, see Appendix 1.

While it is out of the scope of this report, basic research revealed the ongoing debate regarding what is indeed a healthier source of water, clean well water or municipally provided drinking water that is purified with chlorine and fluoride and other harsh chemicals.

The dependability of the town of Rothesay municipally supplied water has also been brought up, compared to the higher risk of our well being out of service during power outages and or other mechanical issues outside of our control. We find this position rather humorous given the recent issue at Harry Miller Middle School that forced the evacuation of all students due to the loss of town supplied water just recently.

Summary

As is obvious from the financial information shown in this report, our investment in the properties is a high-risk low-return venture that no longer becomes viable under the model that exists, to provide affordable housing to those in need within the Town of Rothesay. Succinctly put, we cannot continue to provide this service and our current tenants cannot afford a rental rate increase.

It is our understanding that Section 87 of the Town of Rothesay Procedural By-Law states that a by-law that has been, “disposed of by a vote can be introduced for reconsideration after 3 months from the disposal thereof.”

Therefore, we request that By-Law 1-18 be repealed and or amended and the sections requiring existing commercial properties and residential apartment buildings, that have not yet connected to town supplied water, be removed along with all costs associated therein. We also request that a section to the new or amended by-law stipulate that, existing commercial properties and residential apartment buildings are grandfathered in from being forced to connect to town supplied water in the future and the non-connection fees that were in place prior to By-Law 1-18 will remain the same, free of any increases and/or additional charges.

References

Chen, J. (2019, March 12). Capitalization Rate. Retrieved May 06, 2019, from <https://www.investopedia.com/terms/c/capitalizationrate.asp>

CTV Atlantic: Affordable housing project shut down in Saint John. (2018, February 14). Retrieved May 07, 2019, from <https://atlantic.ctvnews.ca/video?clipId=1326513>

A portrait of homelessness in greater saint john - The Homeless Hub. (2008). Retrieved May 07, 2019, from Human Development Council

Staff, C. (2015, September 04). The Top 5 Richest Neighborhoods in New Brunswick. Retrieved May 07, 2019, from <https://www.canadianbusiness.com/lists-and-rankings/richest-neighbourhoods/top-5-new-brunswick-2015/image/2/>

YourWellWaterSafetyChecklist.pdf. (2016, November). Retrieved May 07, 2019, from <https://www2.gnb.ca/content/dam/gnb/Departments/env/pdf/Water-Eau/YourWellWaterSafetyChecklist.pdf>

Schedules

Schedule 1

Propertystar Inc.
 Project Financial Results
 2,6,10,12 Kingsview Court
 Calendar Year Ended December 31, 2019

	Actual 3 Months March 31/19	Projected 12 Months 12/31/19
Rental Income	\$ 36,181	\$ 144,722
Laundry Income	500	2,001
	<u>36,681</u>	<u>146,723</u>
Direct Expenses (Property Specific)		
Annual Outside Property Maintenance	1,340	5,361
Property Tax	3,785	15,140
Management Fees	2,275	9,100
Power	11,728	46,912
Sewer	1,388	5,550
Garbage	499	1,998
Telephone	153	611
Mortgage Interest	8,857	35,429
Repairs	706	2,824
	<u>30,731</u>	<u>122,925</u>
Earnings Before Income Tax & Depreciation	5,950	23,798
Principle Portion of Mortgage Payments	- 4,461	- 17,845
Net Cash Surplus	\$ 1,488	\$ 5,953
Projected Permit & System Access Fees (Amortized Over 10 Years) - Sch. 3	715	2,860
Projected Installation Costs (Amortized Over 10 Years) - Sch. 3	875	3,500
Projected Annual Recurring Water User, Meter, & Demand Charges	<u>3,096</u>	<u>12,385</u>
Net Cash Deficit	<u><u>-\$ 3,198</u></u>	<u><u>-\$ 12,791</u></u>

Schedule 2

Propertystar Inc.
 Projected Fair Market Value Impact
 2,6,10,12 Kingsview Court

Property Fair Market Value (Prior to By-Law 1-18)			<u>\$ 622,700</u>
Income			\$ 146,723
Direct Expenses			<u>122,925</u>
Operating Income (Excluding Debt Servicing & Depreciation	Cap Rate	3.8%	23,798
Projected By-Law 1-18 Costs (1st Ten Years)			<u>18,745</u>
Adjusted Operating Income (1st Ten Years)	Cap Rate	0.8%	<u>\$ 5,054</u>

Schedule 3

Propertystar Inc.

Connection & Installation Schedule of Costs Associated to By-Law 1-18

2,6,10,12 Kingsview Court

	Total	10 Year Amortization
Permit & System Access Fees	<u>28,600</u>	<u>2,860</u>
Projected Installation Costs		
Trenching	15,000	1,500
Piping & Plumbing	4,500	450
Landscaping	6,000	600
Paving & Concrete	<u>9,500</u>	<u>950</u>
	<u>35,000</u>	<u>3,500</u>
Total	<u><u>63,600</u></u>	<u><u>6,360</u></u>

Schedule 4

Propertystar Inc.
 Projected Impact on Existing Tenants
 2,6,10,12 Kingsview Court

Current Quarterly Rental Income (Per Schedule 1)	\$36,181
Number of Residential Units	19
Current Average Monthly Rent per Residential Unit	\$635
By-Law 1-18 Average Monthly Expenditure Increase	\$1,562
By-Law 1-18 Average Monthly Rental Charge Increase per Residential Unit	\$82
Adjusted Monthly Rental Charge per Residential Unit	\$717
Annual Residential Rent Increase	\$987
% Increase in Rental Charge per Residential Unit	13.0%

Appendices

Appendix 1



CERTIFICATE OF ANALYSIS
Job No.: [REDACTED]

Report Date: 15-Apr-19

Client ID

Attention:	Mark Hatfield
Client Name:	Property Star
Sample Taken By:	Mark Hatfield
Sample Submitted By:	Mark Hatfield

Sample ID

Property Location: Kingsview Court	Date Sampled: April 12, 2019
Rothesay, NB	Date Tested: 4/12/2019
Procedure Used: ONT MIN ENV E3407 Membrane Filtration (DC-Agar)	

Results

Parameter	Level Detected (CFU / 100 ml)	Government Guideline
Total Coliforms	0	0 CFU/ 100 ml (MAC)
E. Coli	0	0 CFU/ 100 ml (MAC)

For parameter examined, this sample meets the guidelines for drinking water as set by the province of New Brunswick. Results refer to this sample only. All samples are tested as received.

CFU - Colony Forming Units
MAC - Maximum Acceptable Concentration
TNTC-Too Numerous To Count
ND - Not Detected

Validated By:

pp.

Grant Lipscombe, B. Sc.

Aztech Laboratory Inc., Quispamsis, NB is accredited by the Canadian Association for Laboratory Accreditation Ltd. (CALA) in accordance with the recognized international standards ISO/IEC 17025:2005. This accreditation demonstrates technical competence for Total Coliform and E.coli detection in drinking water.

This document is intended only for the use of the individual to whom it is addressed and contains information which is confidential. Confidentiality and privilege are not lost due to this information having been sent to the wrong person. If you are not the intended recipient please notify us by telephone (1.506.849.3300). Any distribution by an unintended recipient is prohibited. Revision 01092019

Appendix 2

Emergency Well Water Disruption Policy & Procedures

PROPERTYSTAR INC.

Introduction

This policy and procedure document details the responses to two different types of well water disruption (event) well water contamination and well water disruption caused by a loss of power, malfunctioning well, malfunctioning ancillary equipment and infrastructure, and or natural causes.

Notification of an Event or Possible Event

Once notification is received from a tenant, an HSG employee and/or a concerned third party regarding a well water disruption event or the potential of an event, a call is to be placed to the Property Manager (PM) of Propertystar Inc.

Responsibilities

The Project Manager (PM) will immediately inform ownership, Mark Hatfield of the concern and go to the location in question and investigate the concern. Upon reaching the property location the PM will immediately investigate the concern and or issue and contact Mark Hatfield with his/her findings.

If the PM is unavailable all information is to be routed to Mark Hatfield. If Mark Hatfield is unavailable, the Homestar Group Chief Financial Officer (CFO) will assume full management control and responsibility of the situation and see it through to its conclusion by following this policy and procedure document or until Mark Hatfield can be contacted at which time full management control will be turned over to Mark Hatfield. If Mark Hatfield or the CFO are unavailable, the PM will have full management control of the situation until either Mark Hatfield or the CFO are made aware.

Well Water Contamination Event

Notifications and Investigation

If after the investigation by the PM and his conversations with Mark Hatfield an Event has been deemed to occur or there is a probability that an Event has occurred or could occur, a boil water order notice will be given to each unit at the property unit.

Notification will be made in person and in writing by the PM and/or his designates. Each rental unit will be approached, and a copy of the boil water notice will be handed to and explained to the occupants of the unit at the time.

For units not occupied at the time of the boil order notification, a copy of the notification will be slid underneath the unit door.

Regardless if the unit was occupied and a copy of the notice was given in person or not, a copy of the notice will be attached to the outside of each unit door.

All outside entrances, and unit interior doors such as but not limited to laundry rooms, electrical rooms, janitorial closets, hallway fire doors, etc. are to have a notice of the boil order attached.

Immediately thereafter or during the notification process of the boil order, a third-party government certified ground water inspection company will be contacted and asked to do the appropriate tests forthwith to determine the quality of the well water.

The boil order will remain in effect until the proper testing deems the well water meets or exceeds the statutory guidelines for safe drinking water.

If the testing results indicate that an Event has occurred or is occurring, all results are to be communicated to all municipal, provincial and environmental stakeholders immediately.

Tenants are to be informed not less than once every 24 hours with progress updates, including the estimated time before the boil order can be lifted.

Remediation

Upon the findings that an event has or is occurring a Provincially Certified third party will be tasked to develop and execute a remediation designed to bring the quality of the drinking water to an acceptable level.

During the time that the boil order commences and until it is lifted, drinking water will be provided to all tenants in prepackaged and sealed bottles. Each household member of every unit will receive the equivalent of 2 liters or more of drinking water at no cost every 24-hour period.

The acquisition and distribution of the drinking water will be the responsibility of the PM.

Well Water Disruption Event Excluding Contamination as the Cause

Notifications and Investigation

The notifications and investigation process will follow the notifications and investigation process as detailed on page 2, excluding any contamination specific steps.

Remediation

If the event is caused by a loss of power and is expected to last more than 3 hours, a gas-powered generator will be delivered to the location and installed to the well pump to restore water service. The generator will remain in service until power is restored.

If the event is caused by mechanical failure of the well, ancillary equipment or infrastructure failure, and/or natural causes, repairs are to begin immediately.

If the restoration of power and/or the necessary repairs are expected to exceed three hours before full service is restored, then each household member of every unit will receive the equivalent of 2 liters or more of drinking water at no cost every 24-hour period.

In addition to drinking water being provided, if disruption in well service is expected to exceed 3 hours, water will be provided for cooking and cleanliness purposes as well as portable onsite washroom facilities.



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	May 6, 2019
RE	:	Audited Financial Statements

The draft audited consolidated financial statements for the year-ended December 31, 2018 are enclosed for your consideration.

Staff and auditor comments are included via presentation to Council.

I recommend Council adopt the following motions:

MOVED by _____ and seconded by _____ resolved that Council approves Rothesay's 2018 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

MOVED by _____ and seconded by _____ resolved that Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

MOVED by _____ and seconded _____ resolved that Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2019 financial statements at a fee to be negotiated.

ROTHESAY
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2018

ROTHESAY

DECEMBER 31, 2018

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INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Rothesay, New Brunswick

Opinion

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

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town 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 Town in accordance with the ethical requirements that are relevant to our audit of the consolidated 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 Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town'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 Town or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated financial statements.

(continues)

Independent Auditors' Report to Her Worship The Mayor and Members of Council of Rothesay (cont'd)

Auditors' Responsibilities for the Audit of the Consolidated 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 consolidated 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 Town'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 Town'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 consolidated 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 Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated 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
May 13, 2019

CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 Budget (Note 27)	2018 Actual	2017 Actual
REVENUE			
Property tax warrant	\$ 15,513,249	\$ 15,513,249	\$ 15,331,620
Unconditional grant	188,554	188,558	119,970
Conditional government transfers (Note 28)	1,121,500	2,646,730	2,840,868
Services other governments	60,000	83,085	81,520
Sale of services (Note 28)	391,055	400,727	390,576
Other own source (Note 28)	104,425	703,015	821,599
Water and sewer user fees	2,730,875	2,926,116	2,778,345
Sundry income	<u>188,348</u>	<u>477,223</u>	<u>351,075</u>
	<u>20,298,006</u>	<u>22,938,703</u>	<u>22,715,573</u>
EXPENDITURE (Note 28)			
General government services	1,907,766	2,008,253	1,749,855
Protective services	4,715,848	4,741,811	4,517,766
Transportation services	5,280,591	6,201,748	5,153,494
Environmental health services	613,000	603,013	609,255
Environmental development services	638,122	557,799	471,203
Recreation and cultural services	2,780,877	2,793,212	2,768,742
Water and sewer services	<u>3,045,649</u>	<u>3,171,918</u>	<u>3,275,838</u>
	<u>18,981,853</u>	<u>20,077,754</u>	<u>18,546,153</u>
ANNUAL SURPLUS FOR THE YEAR	<u>\$ 1,316,153</u>	2,860,949	4,169,420
ACCUMULATED SURPLUS - BEGINNING OF YEAR		74,241,051	70,073,653
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)		<u>(65,294)</u>	<u>(2,022)</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 77,036,706</u>	<u>\$ 74,241,051</u>

ROTHESAY**CONSOLIDATED STATEMENT OF FINANCIAL POSITION****AS AT DECEMBER 31, 2018**

	2018	2017
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 9,150,146	\$ 9,229,743
Accounts receivable (Note 5)	2,022,882	1,660,861
Investments (Note 10)	<u>324,150</u>	<u>337,497</u>
	<u>\$ 11,497,178</u>	<u>\$ 11,228,101</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 9)	1,853,762	2,432,854
Deferred revenue (Note 8)	4,010,399	4,210,998
Long term debt (Note 11)	16,565,346	16,962,967
Accrued pension obligation (Note 16)	455,934	574,570
Accrued sick leave (Note 15)	346,688	325,589
Accrued retirement allowance (Note 16)	<u>850,699</u>	<u>822,036</u>
	<u>24,082,828</u>	<u>25,329,014</u>
NET DEBT	<u>(12,585,650)</u>	<u>(14,100,913)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 21)	143,577,772	138,915,304
Accumulated amortization (Note 21)	<u>(54,042,881)</u>	<u>(50,621,119)</u>
	89,534,891	88,294,185
Inventory	29,642	27,524
Prepaid expenses	54,698	16,604
Unamortized debenture costs	<u>3,125</u>	<u>3,651</u>
	<u>89,622,356</u>	<u>88,341,964</u>
ACCUMULATED SURPLUS	<u>\$ 77,036,706</u>	<u>\$ 74,241,051</u>
CONTINGENT LIABILITY (Note 17)		
COMMITMENT (Note 18)		

APPROVED BY:

_____ Mayor

_____ Town Treasurer

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

	2018	2017
Annual surplus	\$ 2,860,949	\$ 4,169,420
Acquisition of tangible capital assets	(5,975,930)	(7,746,787)
Proceeds on disposal of tangible capital assets	402	66,526
Amortization of tangible capital assets	4,467,247	4,127,948
Change in percentage ownership of tangible capital assets	79,840	5,526
Loss on disposal of tangible capital assets	<u>187,735</u>	<u>170,701</u>
	1,620,243	793,334
Acquisition of inventories	(29,642)	(27,524)
Acquisition of prepaid assets	(54,698)	(16,604)
Acquisition of unamortized debenture costs	(3,125)	(3,651)
Consumption of inventories	27,524	32,648
Use of prepaid assets	16,604	29,022
Consumption of unamortized debenture costs	<u>3,651</u>	<u>4,145</u>
	1,580,557	811,370
Change in percentage ownership	<u>(65,294)</u>	<u>(2,022)</u>
Decrease in net debt	1,515,263	809,348
Net debt - beginning of year	<u>(14,100,913)</u>	<u>(14,910,261)</u>
Net debt - end of year	<u>\$ (12,585,650)</u>	<u>\$ (14,100,913)</u>

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY**CONSOLIDATED STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2018**

	2018	2017
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 2,860,949	\$ 4,169,420
Loss on disposal of tangible capital assets	187,735	170,701
Amortization of tangible capital assets	4,467,247	4,127,948
Accounts receivable	(362,021)	1,876,397
Accounts payable and accrued liabilities	(579,092)	327,356
Deferred revenue	(200,599)	41,452
Accrued sick leave	21,099	10,435
Change in accrued pension obligation	(118,636)	(198,897)
Change in accrued retirement allowance	28,663	15,278
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(39,686)</u>	<u>18,036</u>
	<u>6,265,659</u>	<u>10,558,126</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(5,975,930)	(7,746,787)
Change in percentage ownership of capital assets	79,840	5,526
Proceeds on disposal of tangible capital assets	<u>402</u>	<u>66,526</u>
	<u>(5,895,688)</u>	<u>(7,674,735)</u>
FINANCING TRANSACTION		
Bank loan	-	(700,000)
Long term debt (net)	<u>(397,621)</u>	<u>(228,766)</u>
	<u>(397,621)</u>	<u>(928,766)</u>
INVESTING TRANSACTION		
Increase in investments	<u>13,347</u>	<u>11,333</u>
CHANGE IN PERCENTAGE OWNERSHIP	<u>(65,294)</u>	<u>(2,022)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(79,597)	1,963,936
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>9,229,743</u>	<u>7,265,807</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 9,150,146</u>	<u>\$ 9,229,743</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town 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 Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	2018	2017
Kennebecasis Regional Joint Board of Police Commissioners	40.21%	40.82%
Kennebecasis Valley Fire Department Inc.	40.85%	41.39%
Kennebecasis Public Library	38.99%	40.05%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2018****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)****Budget**

The budget figures contained in these consolidated financial statements were approved by Council on December 11, 2017 and the Director of Community Finances on January 5, 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 losses reported in annual surplus. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated 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 revenues and expenses 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 those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

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

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

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

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

ROTHESAY**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2018****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)****Segmented Information (cont'd)**Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

3. FINANCIAL INSTRUMENTS

The Town 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 Town's risk exposure and concentration as of December 31, 2018:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

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

Currency Risk

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

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

3. FINANCIAL INSTRUMENTS (cont'd)

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 Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	2018	2017
Unrestricted	\$ 1,842,633	\$ 1,846,813
Restricted - reserve funds (Note 25)	7,157,625	7,243,801
Restricted - controlled entities	<u>149,888</u>	<u>139,129</u>
	<u>\$ 9,150,146</u>	<u>\$ 9,229,743</u>

5. ACCOUNTS RECEIVABLE

	2018	2017
Due from the Federal Government and its agencies (Note 6)	\$ 524,614	\$ 483,650
Due from the Province of New Brunswick (Note 7)	218,715	-
Water and sewer	822,653	774,526
Arena	72,026	72,288
Other	<u>384,874</u>	<u>330,397</u>
	<u>\$ 2,022,882</u>	<u>\$ 1,660,861</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2018	2017
Canada Revenue Agency (HST refund)	\$ 305,899	\$ 337,971
Canada 150 grant	-	145,679
Small Communities Fund	<u>218,715</u>	<u>-</u>
	<u>\$ 524,614</u>	<u>\$ 483,650</u>

7. DUE FROM PROVINCE OF NEW BRUNSWICK

	2018	2017
Small Communities Fund	<u>\$ 218,715</u>	<u>\$ -</u>

ROTHESAY**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2018****8. DEFERRED REVENUE**

	2018	2017
Government transfers - Gas Tax	\$ 3,973,327	\$ 4,192,313
Deferred revenue - Quispamsis	18,387	-
Deferred revenue - K-Park Levy (Note 14)	<u>18,685</u>	<u>18,685</u>
	<u>\$ 4,010,399</u>	<u>\$ 4,210,998</u>

9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Accounts payable - trade	\$ 1,370,485	\$ 1,984,464
Bid deposits	110,000	72,772
Accrued interest	45,380	50,159
Accrued liabilities	255,855	242,973
Accounts payable - other	<u>72,042</u>	<u>82,486</u>
	<u>\$ 1,853,762</u>	<u>\$ 2,432,854</u>

10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain on the investments at December 31, 2018 was \$20,649 (2017 - \$26,454). The investments are restricted for future payment of retirement benefits.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

11. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, 2018	Issued during year	Redeemed during year	Balance December 31, 2018
New Brunswick Municipal Financing Corporation				
Debentures:				
BA17 0.95% - 5.00%, due 2019, OIC # 08-03, 08-63	\$ 226,000	\$ -	\$ 112,000	\$ 114,000
BB26 1.00% - 4.50%, due 2019, OIC # 08-63, 08-82	303,000	-	148,000	155,000
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	652,000	-	120,000	532,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,933,000	-	179,000	2,754,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	1,689,000	-	235,000	1,454,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	<u>2,189,000</u>	<u>-</u>	<u>215,000</u>	<u>1,974,000</u>
	<u>\$ 7,992,000</u>	<u>\$ -</u>	<u>\$ 1,009,000</u>	<u>\$ 6,983,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2019 - \$1,033,000; 2020 - \$778,000; 2021 - \$735,000; 2022 - \$715,000; 2023 - \$597,000

ROTHESAY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

11. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, 2018	Issued during year	Redeemed during year	Balance December 31, 2018
New Brunswick Municipal Financing Corporation				
Debtentures:				
AY18 3.30% - 4.85%, due 2018, OIC # 96-60, 96-72	\$ 200,000	\$ -	\$ 200,000	\$ -
AZ29 2.10 - 4.95%, due 2018, OIC # 03-0092	135,000	-	135,000	-
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	1,285,000	-	79,000	1,206,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	443,000	-	12,000	431,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	569,000	-	30,000	539,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	933,000	-	23,000	910,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	285,000	-	33,000	252,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	831,000	-	19,000	812,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,298,000	-	29,000	1,269,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	-	1,387,000	-	1,387,000
	<u>5,979,000</u>	<u>1,387,000</u>	<u>560,000</u>	<u>6,806,000</u>
Canada Mortgage and Housing Corporation				
CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,551,078</u>	<u>-</u>	<u>156,352</u>	<u>2,394,726</u>
	<u>\$ 8,530,078</u>	<u>\$ 1,387,000</u>	<u>\$ 716,352</u>	<u>\$ 9,200,726</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$537,683 (2017 - \$565,254) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2019 - \$467,137; 2020 - \$483,136; 2021 - \$1,454,357; 2022 - \$426,808; 2023 - \$438,498

In 2021, debenture BF23 will mature with a final amount due of \$1,042,000, however it is expected that \$956,000 of this payment will be refinanced during that year for an additional ten years.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJPC (proportionate share)

	Balance January 1, 2018	Issued during year	Redeemed during year	Balance December 31, 2018
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 144,922	\$ -	\$ 19,482	\$ 125,440
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>295,967</u>	<u>-</u>	<u>39,787</u>	<u>256,180</u>
	<u>\$ 440,889</u>	<u>\$ -</u>	<u>\$ 59,269</u>	<u>\$ 381,620</u>

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

2019 - \$53,885; 2020 - \$54,690; 2021 - \$56,298; 2022 - \$57,505; 2023 - \$58,711

Total Long term debt:

	2018	2017
General Capital Fund	\$ 6,983,000	\$ 7,992,000
Water and Sewer Capital Fund	9,200,726	8,530,078
Jointly Controlled Entity - KRJPC	<u>381,620</u>	<u>440,889</u>
	<u>\$ 16,565,346</u>	<u>\$ 16,962,967</u>

12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2018, the balance in this reserve was \$237,702 (2017 - \$219,305).

ROTHESAY**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2018****14. DEFERRED REVENUE**

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

15. ACCRUED SICK LEAVE

Rothesay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothesay and the 36 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligations is 3.07% for Rothesay and 3.17% for KVFD;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	Estimated 2018	2017
Rothesay	\$ 18,700	\$ 15,701
KRJPC	6,152	5,429
KVFD	<u>321,836</u>	<u>304,459</u>
	<u>\$ 346,688</u>	<u>\$ 325,589</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

Rothesay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2017, which used a discount rate of 3.07% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 60.

The accrued liability is based on an actuarial valuation as at December 31, 2016, which used a discount rate of 3.3% and an annual salary increase rate of 3%.

KRJPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2016, which used a discount rate of 2.86% and an annual salary increase rate of 3%.

The consolidated unfunded liability consist of:

	<u>2018</u>	<u>2017</u>
Rothesay	\$ 395,220	\$ 355,325
KVFD	158,014	150,924
KRJPC	<u>297,464</u>	<u>315,787</u>
Balance at end of year	<u>\$ 850,698</u>	<u>\$ 822,036</u>

KVFD and KRJPC have internally restricted funds for their liabilities.

Pension Obligation

Employees of Rothesay, KVFD and KRJPC 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.

ROTHESAY**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2018****16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

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).

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 change 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 benefits 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 contributions 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 Rothesay:

- The average age of the 46 active employees covered by the NBMEPP is 47 (as at Dec 31, 2016);
- benefit payments were \$220,500 in 2017 and were estimated to be \$90,300 in 2018; and
- combined contributions were \$417,000 in 2017 and were estimated to be \$429,600 in 2018.

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

- The average age of the 40 active employees covered by the NBMEPP is 42.6 (2017 - 43.1);
- benefit payments were \$445,900 in 2017 and were estimated to be \$460,700 in 2018; and
- combined contributions were \$534,600 in 2017 and were estimated to be \$550,600 in 2018.

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

- The average age of the 40 active employees covered by the NBMEPP is 43.2 (2017 - 42.5);
- 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.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NBMEPP as it relates to Rothesay and the other controlled entities 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 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:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 574,570	\$ 766,367
Change in ownership percentage	(7,306)	(1,661)
Adjustment to actual	37,140	(26,890)
Pension expense for the year	313,661	296,494
Employer contributions	<u>(462,131)</u>	<u>(459,740)</u>
Accrued benefit liability at end of period	<u>\$ 455,934</u>	<u>\$ 574,570</u>

In summary, the consolidated accrued benefit liability is estimated to be \$455,934 as at December 31, 2018. The December 31, 2017 liability was estimated in the prior year. The actual liability was calculated to be \$611,709. The difference of \$37,139 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Rothesay	\$ 44,500	\$ 66,300
KVFD	228,626	281,825
KRJPC	<u>182,808</u>	<u>226,445</u>
	<u>\$ 455,934</u>	<u>\$ 574,570</u>

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:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 17,423,298	\$ 16,303,455
Plan assets	<u>(16,865,348)</u>	<u>(15,583,899)</u>
Plan deficit	557,950	719,556
Unamortized experience losses	<u>(102,016)</u>	<u>(107,847)</u>
Accrued benefit liability at end of period	<u>\$ 455,934</u>	<u>\$ 611,709</u>

ROTHESAY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 16,303,455	\$ 15,088,041
Change in ownership percentage	(146,681)	(26,629)
Current service cost	733,995	710,477
Benefits payments	(366,151)	(619,379)
Interest for period	898,680	845,920
Experience loss during period	—	305,025
Accrued benefit obligation at end of period	<u>\$ 17,423,298</u>	<u>\$ 16,303,455</u>

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

	Estimated Jan 1, 2018 to Dec 31, 2018	Jan 1, 2017 to Dec 31, 2017
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 15,583,899	\$ 14,256,352
Change in ownership percentage	(141,386)	(25,367)
Employer contributions	462,129	452,055
Employee contributions	462,129	452,055
Benefit payments	(366,151)	(619,379)
Return on plan assets during period	<u>864,728</u>	<u>1,068,183</u>
Plan assets at end of period	<u>\$ 16,865,348</u>	<u>\$ 15,583,899</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2018 to Dec 31, 2018	Actual Jan 1, 2017 to Dec 31, 2017
Pension Expense		
Employer current service cost	\$ 271,866	\$ 258,422
Interest on accrued benefit obligation	898,681	845,920
Expected return on assets	(864,727)	(804,872)
Amortization of unrecognized balances		
Prior service savings	18,300	17,200
Experience loss	<u>(10,459)</u>	<u>(8,775)</u>
Pension expense	<u>\$ 313,661</u>	<u>\$ 307,895</u>

The pension expense is included in the statement of operations.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2018****17. CONTINGENT LIABILITY**

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2018 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

18. COMMITMENT**Solid Waste Collection, Transportation and Recycling Services**

In 2014, the Town entered into a contract for solid waste collection, transportation and recycling services from January 2015 to December 2018. The Town renewed the contract for two years, the minimum annual payments over the next two years are 2019 - \$385,000 and 2020 - \$385,000.

19. SHORT TERM BORROWING**Operating Borrowing**

As prescribed in the Municipalities Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2018, the Town has complied with these restrictions.

Capital Funds

At December 31, 2018, there were short-term funds totaling \$660,000 (2017 - \$660,000) borrowed from other funds and no short-term funds (2017 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2018, there were short-term funds totaling \$700,000 (2017 - \$674,040) borrowed from other funds and no short-term funds (2017 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.

ROTHESAY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

19. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

The Municipal Financing Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

20. UTILITY FUND SURPLUS

The Municipalities Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	<u>2018</u>	<u>2017</u>
2018 Surplus	\$ 80,211	\$ -
2017 Surplus	11,713	11,713
2016 Surplus	<u>-</u>	<u>21,125</u>
	<u>\$ 91,924</u>	<u>\$ 32,838</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land		Buildings and Leasehold	Vehicles	Machinery and Equipment	Infrastructure				Subtotal	Assets Under Construction	2018 Total	2017 Total
	Land	Improvements	Improvements		Equipment	Roads and Streets	Storm Sewer	Water	Sewer		Construction		
COST													
Balance - beginning of year	\$ 4,764,486	\$ 7,972,613	\$ 10,980,130	\$ 4,445,003	\$ 4,078,777	\$ 38,304,974	\$ 18,927,549	\$ 26,760,974	\$ 16,780,303	\$ 133,014,809	\$ 5,900,495	\$ 138,915,304	\$ 132,032,840
Change in ownership	(5,088)	(2,997)	(80,006)	(19,023)	(11,486)	-	-	-	-	(118,600)	-	(118,600)	(9,397)
Add: Net additions during the year	60,444	147,861	287,493	648,744	572,862	2,695,589	249,581	296,115	6,917,736	11,876,425	(5,900,495)	5,975,930	7,746,787
Less: Disposals during the year	-	-	-	(124,213)	(152,525)	(868,329)	(4,384)	-	(45,411)	(1,194,862)	-	(1,194,862)	(854,926)
Balance - end of year	<u>4,819,842</u>	<u>8,117,477</u>	<u>11,187,617</u>	<u>4,950,511</u>	<u>4,487,628</u>	<u>40,132,234</u>	<u>19,172,746</u>	<u>27,057,089</u>	<u>23,652,628</u>	<u>143,577,772</u>	<u>-</u>	<u>143,577,772</u>	<u>138,915,304</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	3,008,381	3,816,040	2,152,688	1,495,804	19,217,549	6,497,501	6,621,614	7,811,542	50,621,119	-	50,621,119	47,114,741
Change in ownership	-	(1,017)	(20,090)	(10,011)	(7,642)	-	-	-	-	(38,760)	-	(38,760)	(3,871)
Add: Amortization during the year	-	428,792	336,748	451,871	349,890	1,643,509	338,141	523,905	394,391	4,467,247	-	4,467,247	4,127,948
Less: Accumulated amortization on disposals	-	-	-	(120,950)	(142,148)	(706,260)	(4,000)	-	(33,367)	(1,006,725)	-	(1,006,725)	(617,699)
Balance - end of year	<u>-</u>	<u>3,436,156</u>	<u>4,132,698</u>	<u>2,473,598</u>	<u>1,695,904</u>	<u>20,154,798</u>	<u>6,831,642</u>	<u>7,145,519</u>	<u>8,172,566</u>	<u>54,042,881</u>	<u>-</u>	<u>54,042,881</u>	<u>50,621,119</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS													
	<u>\$ 4,819,842</u>	<u>\$ 4,681,321</u>	<u>\$ 7,054,919</u>	<u>\$ 2,476,913</u>	<u>\$ 2,791,724</u>	<u>\$ 19,977,436</u>	<u>\$ 12,341,104</u>	<u>\$ 19,911,570</u>	<u>\$ 15,480,062</u>	<u>\$ 89,534,891</u>	<u>\$ -</u>	<u>\$ 89,534,891</u>	<u>\$ 88,294,185</u>
Consists of:													
General Fund Assets	\$ 4,465,621	\$ 4,612,571	\$ 3,079,358	\$ 1,801,437	\$ 2,060,565	\$ 19,770,628	\$ 12,341,104	\$ -	\$ -	\$ 48,131,284	\$ -	\$ 48,131,284	\$ 47,523,640
Utility Fund Assets	119,971	-	1,401,666	69,246	476,531	206,808	-	19,911,570	15,480,062	37,665,854	-	37,665,854	36,764,979
Controlled Entities	<u>234,250</u>	<u>68,750</u>	<u>2,573,895</u>	<u>606,230</u>	<u>254,628</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,737,753</u>	<u>-</u>	<u>3,737,753</u>	<u>4,005,566</u>
	<u>\$ 4,819,842</u>	<u>\$ 4,681,321</u>	<u>\$ 7,054,919</u>	<u>\$ 2,476,913</u>	<u>\$ 2,791,724</u>	<u>\$ 19,977,436</u>	<u>\$ 12,341,104</u>	<u>\$ 19,911,570</u>	<u>\$ 15,480,062</u>	<u>\$ 89,534,891</u>	<u>\$ -</u>	<u>\$ 89,534,891</u>	<u>\$ 88,294,185</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2018 Total</u>	<u>2017 Total</u>
COST								
Balance - beginning of year	\$ 239,338	\$ 123,161	\$ 3,932,892	\$ 1,414,314	\$ 648,117	\$ -	\$ 6,357,822	\$ 6,310,997
Change in percentage ownership	(5,088)	(2,997)	(80,006)	(19,023)	(11,486)	-	(118,600)	(9,397)
Add: Net additions during the year	-	-	-	44,126	81,397	-	125,523	116,798
Less: Disposals during the year	-	-	-	(13,099)	-	-	(13,099)	(60,576)
Balance - end of year	<u>234,250</u>	<u>120,164</u>	<u>3,852,886</u>	<u>1,426,318</u>	<u>718,028</u>	<u>-</u>	<u>6,351,646</u>	<u>6,357,822</u>
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	44,860	1,162,598	744,331	400,467	-	2,352,256	2,072,868
Change in percentage ownership	-	(1,017)	(20,090)	(10,011)	(7,642)	-	(38,760)	(3,871)
Add: Amortization during the year	-	7,571	136,483	95,604	70,575	-	310,233	323,813
Less: Accumulated amortization on disposals	-	-	-	(9,836)	-	-	(9,836)	(40,554)
Balance - end of year	<u>-</u>	<u>51,414</u>	<u>1,278,991</u>	<u>820,088</u>	<u>463,400</u>	<u>-</u>	<u>2,613,893</u>	<u>2,352,256</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 234,250</u>	<u>\$ 68,750</u>	<u>\$ 2,573,895</u>	<u>\$ 606,230</u>	<u>\$ 254,628</u>	<u>\$ -</u>	<u>\$ 3,737,753</u>	<u>\$ 4,005,566</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

23. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2018 Consolidated</u>	<u>2017 Consolidated</u>
REVENUE									
Property tax warrant	\$ 2,429,375	\$ 5,488,587	\$ 3,886,069	\$ 699,648	\$ 727,571	\$ 2,281,999	\$ -	\$ 15,513,249	\$ 15,331,620
Sale of service	92,844	-	-	-	-	307,883	-	400,727	390,576
Services provided to other governments	-	-	83,085	-	-	-	-	83,085	81,520
Other own source	28,161	-	531,654	-	143,200	-	-	703,015	821,599
Unconditional grant	29,528	66,712	47,234	8,504	8,843	27,737	-	188,558	119,970
Conditional government transfers	(50,000)	-	950,000	-	-	149,176	1,597,554	2,646,730	2,840,868
Water and sewer user fees	-	-	-	-	-	-	2,926,116	2,926,116	2,778,345
Sundry and interest	<u>184,862</u>	<u>191,405</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,808</u>	<u>90,148</u>	<u>477,223</u>	<u>351,075</u>
	<u>2,714,770</u>	<u>5,746,704</u>	<u>5,498,042</u>	<u>708,152</u>	<u>879,614</u>	<u>2,777,603</u>	<u>4,613,818</u>	<u>22,938,703</u>	<u>22,715,573</u>
EXPENDITURE									
Salaries and benefits	887,334	3,909,334	1,012,002	-	269,788	620,855	582,738	7,282,051	7,111,277
Goods and services	1,014,371	610,408	2,478,762	603,013	288,011	1,375,860	1,207,829	7,578,254	6,564,161
Interest	4,001	15,544	65,333	-	-	139,726	300,346	524,950	542,953
Other	37,520	2,861	172,830	-	-	-	12,044	225,255	199,814
Amortization	<u>65,027</u>	<u>203,664</u>	<u>2,472,821</u>	<u>-</u>	<u>-</u>	<u>656,771</u>	<u>1,068,961</u>	<u>4,467,244</u>	<u>4,127,948</u>
	<u>2,008,253</u>	<u>4,741,811</u>	<u>6,201,748</u>	<u>603,013</u>	<u>557,799</u>	<u>2,793,212</u>	<u>3,171,918</u>	<u>20,077,754</u>	<u>18,546,153</u>
Surplus for the year	\$ <u>706,517</u>	\$ <u>1,004,893</u>	\$ <u>(703,706)</u>	\$ <u>105,139</u>	\$ <u>321,815</u>	\$ <u>(15,609)</u>	\$ <u>1,441,900</u>	\$ <u>2,860,949</u>	\$ <u>4,169,420</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

24. RECONCILIATION OF ANNUAL SURPLUS

	<u>General Operating Fund</u>	<u>General Capital Fund</u>	<u>Utility Operating Fund</u>	<u>Utility Capital Fund</u>	<u>General Operating Reserve Fund</u>	<u>General Capital Reserve Fund</u>	<u>Utility Operating Reserve Fund</u>	<u>Utility Capital Reserve Fund</u>	<u>Jointly Controlled Entities</u>	<u>Total</u>
2018 annual surplus (deficit)	\$ 3,425,531	\$ (2,005,303)	\$ 982,056	\$ 561,718	\$ 15,692	\$ 57,281	\$ 1,607	\$ 12,385	\$ (190,018)	\$ 2,860,949
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus	43,217	-	21,125	-	-	-	-	-	81,620	145,962
Transfers between funds										
Transfer elimination	-	-	263,000	-	-	-	-	(263,000)	-	-
Transfer elimination	(881,014)	-	-	-	-	881,014	-	-	-	-
Transfer elimination	950,000	-	150,000	-	-	(1,100,000)	-	-	-	-
Transfer elimination	(17,379)	-	-	-	17,379	-	-	-	-	-
Transfer elimination	150,000	-	-	-	(150,000)	-	-	-	-	-
Transfer elimination	-	-	(177,025)	-	-	-	-	177,025	-	-
Transfer elimination	-	-	(4,000)	-	-	-	-	4,000	-	-
Transfer elimination	-	-	(10,762)	-	-	-	-	10,762	-	-
Transfer elimination	(2,796,319)	2,796,319	(342,831)	342,831	-	-	-	-	-	-
Transfer elimination	-	-	(285,000)	-	-	-	-	285,000	-	-
Transfer elimination	475,000	-	-	-	-	(475,000)	-	-	-	-
Long term debt principal repayment	(1,009,000)	1,009,000	(516,352)	516,352	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(2,493)	(2,493)
Provision for pension liability	(21,800)	-	-	-	-	-	-	-	(89,761)	(111,561)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	22,168	22,168
Accumulated amortization on disposal of capital assets	-	(996,889)	-	-	-	-	-	-	(9,836)	(1,006,725)
Deferred Gas tax revenue	(218,986)	-	-	-	-	-	-	-	-	(218,986)
Unrealized loss on investments	-	-	-	-	-	-	-	-	15,817	15,817
Amortization expense	-	3,088,053	-	1,068,961	-	-	-	-	310,233	4,467,247
Total adjustments to 2018 annual surplus (deficit)	(3,326,281)	5,896,483	(901,845)	1,928,144	(132,621)	(693,986)	-	213,787	327,748	3,311,429
2018 annual surplus (deficit) for funding requirements	<u>\$ 99,250</u>	<u>\$ 3,891,180</u>	<u>\$ 80,211</u>	<u>\$ 2,489,862</u>	<u>\$ (116,929)</u>	<u>\$ (636,705)</u>	<u>\$ 1,607</u>	<u>\$ 226,172</u>	<u>\$ 137,730</u>	<u>\$ 6,172,378</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

25. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2018 Total</u>	<u>2017 Total</u>
ASSETS							
Cash and short term investments	\$ 661,801	\$ 6,293,628	\$ -	\$ 1,098,056	\$ -	\$ 8,053,485	\$ 7,243,801
Due from (to) other funds	<u>7,646</u>	<u>(1,029,771)</u>	<u>102,640</u>	<u>(102,547)</u>	<u>126,172</u>	<u>(895,860)</u>	<u>439,679</u>
	<u>\$ 669,447</u>	<u>\$ 5,263,857</u>	<u>\$ 102,640</u>	<u>\$ 995,509</u>	<u>\$ 126,172</u>	<u>\$ 7,157,625</u>	<u>\$ 7,683,480</u>
ACCUMULATED SURPLUS							
	<u>\$ 669,447</u>	<u>\$ 5,263,857</u>	<u>\$ 102,640</u>	<u>\$ 995,509</u>	<u>\$ 126,172</u>	<u>\$ 7,157,625</u>	<u>\$ 7,683,480</u>
REVENUE							
Other government transfers	\$ -	\$ 881,014	\$ -	\$ -	\$ -	\$ 881,014	\$ 861,936
Transfers from Operating Funds	-	-	-	476,787	17,379	494,166	687,444
Interest	<u>14,330</u>	<u>57,281</u>	<u>1,607</u>	<u>12,385</u>	<u>1,362</u>	<u>86,965</u>	<u>58,545</u>
	<u>14,330</u>	<u>938,295</u>	<u>1,607</u>	<u>489,172</u>	<u>18,741</u>	<u>1,462,145</u>	<u>1,607,925</u>
EXPENDITURES							
Transfers to General Operating Fund	150,000	1,425,000	-	-	-	1,575,000	2,142
Transfer to General Capital Fund	-	-	-	-	-	-	744,106
Transfers to Water and Sewer Operating Fund	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>263,000</u>	<u>-</u>	<u>413,000</u>	<u>300,000</u>
	<u>150,000</u>	<u>1,575,000</u>	<u>-</u>	<u>263,000</u>	<u>-</u>	<u>1,988,000</u>	<u>1,046,248</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (135,670)</u>	<u>\$ (636,705)</u>	<u>\$ 1,607</u>	<u>\$ 226,172</u>	<u>\$ 18,741</u>	<u>\$ (525,855)</u>	<u>\$ 561,677</u>

Included in the General Capital Reserve Fund is \$4,201,365 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

<u>Name of Investment</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Date of Maturity</u>
Cashable GIC	\$ 3,658,099	2.50%	June 27, 2020
Cashable GIC	340,700	2.50%	June 29, 2020
Cashable GIC	114,056	2.50%	June 27, 2020
Cashable GIC	100,034	2.50%	June 27, 2020

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2018****25. STATEMENT OF RESERVES (cont'd)****Council Resolutions regarding transfers to and from reserves:**

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$263,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$150,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

Moved by Counc. Brenan and seconded by Counc. McGuire \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander \$10,762.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander \$285,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$150,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$475,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

Moved by Counc. Brenan and seconded by Counc. Mackay French Gas Tax Funding in the amount of \$881,014.00 for the year 2018, be transferred to the General Capital Reserve Fund (Gas Tax).

CARRIED.

Moved by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$950,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

25. STATEMENT OF RESERVES (cont'd)

Moved by Council. Brenan and seconded by Council. McGuire the sum of \$17,379.36 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

CARRIED.

Moved by Council. Brenan and seconded by Deputy Mayor Alexander \$177,025.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 10, 2018.

Clerk,
Rothesay

Date

ROTHESAY**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2018****26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2018 Total</u>	<u>2017 Total</u>
ASSETS	\$ <u>1,405,000</u>	\$ <u>1,404,406</u>	\$ <u>1,797,427</u>	\$ <u>4,606,833</u>	\$ <u>4,960,812</u>
LIABILITIES	\$ <u>854,940</u>	\$ <u>1,031,160</u>	\$ <u>13,204</u>	\$ <u>1,899,304</u>	\$ <u>1,997,969</u>
ACCUMULATED SURPLUS	\$ <u>550,061</u>	\$ <u>373,247</u>	\$ <u>1,784,224</u>	\$ <u>2,707,532</u>	\$ <u>2,962,843</u>
REVENUE	\$ 2,014,385	\$ 2,587,328	\$ 95,777	\$ 4,697,490	\$ 4,642,754
EXPENDITURES	<u>2,118,016</u>	<u>2,578,728</u>	<u>190,763</u>	<u>4,887,507</u>	<u>4,666,598</u>
	(103,631)	8,600	(94,986)	(190,017)	(23,844)
CHANGE IN PERCENTAGE OWNERSHIP	<u>(8,674)</u>	<u>(5,531)</u>	<u>(51,089)</u>	<u>(65,294)</u>	<u>(2,022)</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>(112,305)</u>	\$ <u>3,069</u>	\$ <u>(146,075)</u>	\$ <u>(255,311)</u>	\$ <u>(25,866)</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

27. OPERATING BUDGET TO PSA BUDGET

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
REVENUE						
Property tax warrant	\$ 15,513,249	\$ -	\$ -	\$ -	\$ -	\$ 15,513,249
Unconditional transfers from other governments	188,554	-	-	-	-	188,554
Conditional transfers from Federal or Provincial governments	21,500	-	-	-	1,100,000	1,121,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	104,425	-	-	-	-	104,425
Sale of services	391,055	-	-	-	-	391,055
Other transfers	940,000	-	-	-	(940,000)	-
Water and sewer user fees	-	3,148,875	-	-	(418,000)	2,730,875
Sundry income	13,000	50,000	-	125,348	-	188,348
Surplus (deficit) of second previous year	43,217	21,125	-	-	(64,342)	-
	<u>17,275,000</u>	<u>3,220,000</u>	<u>-</u>	<u>125,348</u>	<u>(322,342)</u>	<u>20,298,006</u>
EXPENDITURES						
General government services	2,129,217	-	65,000	-	(286,451)	1,907,766
Protective services	4,810,037	-	203,665	66,415	(364,269)	4,715,848
Transportation services	3,405,473	-	2,475,000	-	(599,882)	5,280,591
Environmental health services	613,000	-	-	-	-	613,000
Environmental development services	638,122	-	-	-	-	638,122
Recreation and cultural services	1,999,348	-	656,568	5,056	119,905	2,780,877
Fiscal services						
Long term debt repayments	1,009,000	547,352	-	-	(1,556,352)	-
Interest	227,303	311,217	-	-	(538,520)	-
Transfer from General Operating Fund to General Capital Reserve Fund	10,000	-	-	-	(10,000)	-
Transfer from General Operating Fund to General Capital Fund	2,433,500	-	-	-	(2,433,500)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	60,000	-	-	(60,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	637,000	-	-	(637,000)	-
Water and Sewer	<u>-</u>	<u>1,664,431</u>	<u>1,070,000</u>	<u>-</u>	<u>311,218</u>	<u>3,045,649</u>
	<u>17,275,000</u>	<u>3,220,000</u>	<u>4,470,233</u>	<u>71,471</u>	<u>(6,054,851)</u>	<u>18,981,853</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,470,233)</u>	<u>\$ 53,877</u>	<u>\$ 5,732,509</u>	<u>\$ 1,316,153</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

28. REVENUE AND EXPENDITURES SUPPORT

	2018 Budget	2018 Actual	2017 Actual
REVENUE			
Sale of services			
Community Centre	\$ 30,500	\$ 32,859	\$ 39,470
Rental revenue	59,855	61,605	28,130
Recreational programs	<u>300,700</u>	<u>306,263</u>	<u>322,976</u>
	<u>\$ 391,055</u>	<u>\$ 400,727</u>	<u>\$ 390,576</u>
Other own source			
Permits and fines	\$ 95,000	\$ 143,220	\$ 117,071
Developers contributions	-	28,141	612,802
Miscellaneous	<u>9,425</u>	<u>531,654</u>	<u>91,726</u>
	<u>\$ 104,425</u>	<u>\$ 703,015</u>	<u>\$ 821,599</u>
Conditional government transfers			
Government of Canada	\$ -	\$ 762,025	\$ 986,574
Province of New Brunswick	-	783,455	1,077,156
Gas Tax revenue	1,100,000	1,100,000	740,000
Canada Day grants	1,500	1,250	2,500
Other government grants	<u>20,000</u>	<u>-</u>	<u>34,638</u>
	<u>\$ 1,121,500</u>	<u>\$ 2,646,730</u>	<u>\$ 2,840,868</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 37,100	\$ 32,350	\$ 34,554
Councilors	106,343	104,325	104,807
Fundy Regional Service Commission	6,138	5,995	4,291
NMNB-FCM Local Government for Sustainability	-	-	9,000
Other	<u>8,500</u>	<u>3,499</u>	<u>6,505</u>
	<u>158,081</u>	<u>146,169</u>	<u>159,157</u>
Administrative			
Administration	722,900	705,336	662,269
Office building	140,000	261,696	172,007
Solicitor	50,000	27,004	40,739
Supplies	38,000	30,178	30,477
Other	<u>187,157</u>	<u>183,939</u>	<u>152,411</u>
	<u>1,138,057</u>	<u>1,208,153</u>	<u>1,057,903</u>
Financial management			
Professional fees	<u>50,000</u>	<u>103,561</u>	<u>14,560</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2018 Budget	2018 Actual	2017 Actual
General government services (cont'd)			
Other			
Civic relations	4,000	388	2,182
Community communications	33,000	15,945	5,189
Insurance	166,872	176,440	162,011
Property tax - land for public purposes	8,000	7,654	7,799
Grants to organizations	38,000	38,208	41,120
Cost of assessment	242,707	242,707	243,798
Interest	4,049	4,001	1,995
Amortization	<u>65,000</u>	<u>65,027</u>	<u>54,141</u>
	<u>561,628</u>	<u>550,370</u>	<u>518,235</u>
	<u>\$ 1,907,766</u>	<u>\$ 2,008,253</u>	<u>\$ 1,749,855</u>
Protective services			
Fire			
Administration	\$ 277,969	\$ 273,510	\$ 268,038
Firefighting force	1,473,309	1,511,981	1,426,253
Telecommunications	4,412	2,907	3,613
Insurance	14,312	13,266	14,217
Prevention and training	19,607	12,256	12,435
Facilities	85,098	90,260	81,858
Fleet	36,171	56,036	40,715
Operations	21,445	21,584	20,622
Water costs	12,142	12,142	11,881
Retirement allowance	21,935	21,935	23,344
Other	1,225	742	981
Loss on disposal of tangible capital assets	-	-	5,045
Amortization	<u>109,462</u>	<u>109,462</u>	<u>108,924</u>
	<u>2,077,087</u>	<u>2,126,081</u>	<u>2,017,926</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,744,367	1,702,776	1,664,804
Vehicle Fleet	88,264	76,548	73,694
Property	80,000	85,989	77,329
Administration	380,318	421,067	375,486
Retirement allowance	32,390	26,584	26,762
Communications	5,679	4,650	1,301
Other	15,817	15,817	(7,817)
Loss on disposal of tangible capital assets	2,861	2,861	8,316
Amortization	<u>94,203</u>	<u>94,203</u>	<u>90,761</u>
	<u>2,443,899</u>	<u>2,430,495</u>	<u>2,310,636</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2018 Budget	2018 Actual	2017 Actual
Protective services (cont'd)			
Other			
Emergency measures	156,831	142,869	140,392
Animal control	9,500	9,047	8,563
Interest	15,731	15,544	19,552
Other	<u>10,000</u>	<u>14,975</u>	<u>17,897</u>
	<u>192,062</u>	<u>182,435</u>	<u>186,404</u>
	<u>\$ 4,715,848</u>	<u>\$ 4,741,811</u>	<u>\$ 4,517,766</u>
Transportation services			
Common			
Wages and benefits	\$ 1,194,563	\$ 1,012,002	\$ 1,043,494
Workshop, yard and equipment maintenance	537,500	775,783	596,658
Engineering	<u>7,500</u>	<u>24,416</u>	<u>46,102</u>
	<u>1,739,563</u>	<u>1,812,201</u>	<u>1,686,254</u>
Roads and Streets			
Roadway surfaces	68,000	98,637	61,138
Crosswalks and sidewalks	19,410	18,123	29,096
Culverts and drainage ditches	35,000	29,934	33,791
Storm sewers	40,000	42,288	27,357
Street cleaning	40,000	31,932	37,699
Snow and ice removal	500,000	543,367	475,201
Street lighting	146,000	138,805	141,256
Street signs	15,000	10,571	19,493
Traffic lane marking	25,000	22,872	25,657
Traffic signals and signs	20,000	16,357	20,844
Railway crossing signals	18,000	21,842	20,049
Public transit - Comex Service	66,500	68,401	66,128
KV committee for the disabled	7,000	7,000	3,000
Flood costs	-	628,434	-
Interest	66,118	65,333	70,066
Loss on disposal of tangible capital assets	-	172,830	90,236
Amortization	<u>2,475,000</u>	<u>2,472,821</u>	<u>2,346,229</u>
	<u>3,541,028</u>	<u>4,389,547</u>	<u>3,467,240</u>
	<u>\$ 5,280,591</u>	<u>\$ 6,201,748</u>	<u>\$ 5,153,494</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2018 Budget	2018 Actual	2017 Actual
Environmental health services			
Solid waste disposal	\$ 193,000	\$ 191,792	\$ 192,265
Solid waste compost	25,000	25,515	24,267
Solid waste collection	260,000	262,183	262,461
Curbside recycling	95,000	91,077	93,598
Clean up campaign	<u>40,000</u>	<u>32,446</u>	<u>36,664</u>
	<u>\$ 613,000</u>	<u>\$ 603,013</u>	<u>\$ 609,255</u>
Environmental development services			
Environmental planning and zoning	\$ 548,500	\$ 468,248	\$ 381,652
Greater Saint John Economic Development Agency, Inc.	86,422	86,422	86,422
Tourism	<u>3,200</u>	<u>3,129</u>	<u>3,129</u>
	<u>\$ 638,122</u>	<u>\$ 557,799</u>	<u>\$ 471,203</u>
Recreation and cultural services			
Administration	\$ 232,217	\$ 251,908	\$ 232,881
Beaches	53,419	28,864	41,044
Rothesay Arena	329,680	288,272	330,823
Memorial Centre	57,000	61,535	51,926
Summer programs	60,862	57,078	55,377
Rothesay Common	45,005	60,285	49,175
Parks and gardens	581,700	583,607	541,815
Regional Facilities Commission	378,465	418,973	397,780
Kennebecasis Public Library Inc	89,556	83,732	86,283
Special events	36,000	27,124	40,636
Playgrounds and fields	110,000	127,506	103,603
Living museum	1,500	331	1,571
PRO Kids	7,500	7,500	7,500
Interest	141,405	139,726	154,133
Amortization	<u>656,568</u>	<u>656,771</u>	<u>674,195</u>
	<u>\$ 2,780,877</u>	<u>\$ 2,793,212</u>	<u>\$ 2,768,742</u>
Water and sewer services			
Water System			
Administration	\$ 405,500	\$ 387,811	\$ 392,201
Purification maintenance and treatment	336,000	427,870	317,422
Source of supply - purchase of water	500	758	667
Transmission and distribution	96,000	95,253	76,884
Power and pumping	43,000	44,077	42,186
Billing and collecting	<u>5,000</u>	<u>1,335</u>	<u>4,881</u>
	<u>886,000</u>	<u>957,104</u>	<u>834,241</u>

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2018

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2018 Budget	2018 Actual	2017 Actual
Sewer System			
Administration	613,431	581,050	579,639
Sewer collection system	84,000	44,030	305,507
Sewer lift stations	25,000	36,649	20,882
Treatment and disposal	56,000	83,105	43,233
Infiltration study	-	88,629	274,327
Loss on disposal of tangible capital asset	-	12,044	67,103
	<u>778,431</u>	<u>845,507</u>	<u>1,290,691</u>
Interest	311,218	300,346	297,207
Amortization	<u>1,070,000</u>	<u>1,068,961</u>	<u>853,699</u>
	<u>1,381,218</u>	<u>1,369,307</u>	<u>1,150,906</u>
	<u>\$ 3,045,649</u>	<u>\$ 3,171,918</u>	<u>\$ 3,275,838</u>



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	7 May 2019
RE	:	Works and Utilities Committee appointment

RECOMMENDATIONS:

- Council appoint Shawn Carter to the Works and Utilities Committee for a term to expire on 31 December 2020
- Council appoint Ronald Higgins to the Trade and Convention Centre Board for a term to expire on 31 December 2020

BACKGROUND

Council appointed Trudy Costello to serve on the Works and Utilities Committee at its December 2018 Council meeting.

Ms. Costello has had a change to her work schedule and is unable to continue as a member of the Works and Utilities Committee and has submitted her resignation.

The Nominating Committee is recommending the appointment of Shawn Carter to the Works and Utilities Committee until 31 December 2020, at which time he will be eligible for re-appointment.

Ms. Higgins has expressed an interest in representing Rothesay on the Board for the Trade and Convention Centre. The Committee is recommending her appointment until 31 December 2020, at which time she will be eligible for re-appointment.



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 May 2019
RE	:	By-law 2-19 Fire Prevention and Protection By-law

RECOMMENDATION:

- Council refer the draft Fire Prevention and Protection By-law to staff for review and for further discussion with Quispamsis

BACKGROUND:

The Joint Board of Fire Commissioners is recommending the adoption of a Fire Prevention and Protection By-law, which includes a Schedule for Fire Services Fees and Charges, by both Rothesay and Quispamsis. A comparison Table of Concordance has also been provided by the Board, outlining the proposed by-law and existing by-laws in both communities.

Quispamsis Town Clerk C. Snow has advised Quispamsis Council will be reviewing the proposed by-law and bringing forward proposed revisions for consideration by the Board and Rothesay Council.

A full review of the proposed By-law will be undertaken by the Rothesay Clerk's office, prior to a recommendation for enactment by Rothesay Council, and in consultation with Quispamsis.

Mary Jane Banks

Attachments: Letter from KVFD Joint Board of Fire Commissioners (16 April 2019)
Draft Fire Prevention and Protection By-law (Rothesay By-law 2-19)
Fire By-law Comparison Table of Concordance



Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

April 16, 2019

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

Your Worship and Members of Council:

RE: NEW DRAFT FIRE PREVENTION AND PROTECTION BY-LAW

The Kennebecasis Valley Joint Board of Fire Commissioners is recommending the adoption of the attached Fire Prevention and Protection By-Law by the Town of Rothesay. The new by-law is intended to consolidate the two existing fire protection by-laws currently in force and make fire protection and prevention regulations consistent between the two Towns in our coverage area.

The proposed by-law also includes a fire service fees and charges schedule that will permit the department to collect fines for violations of the by-law and to recover department costs for certain activities. Included in this fee schedule is a process referred to as Indemnification Technology®.

Fire Marque Inc. is a Canadian company that has trademarked their intellectual property process referred to as Indemnification Technology®. Essentially, Fire Marque acts as an agent to collect fire service charges from insurance companies following an insured, fire-loss incident. Fire Marque operates on a commission basis and remits 70% of the collected fees to the Fire Department. The Joint Board of Fire Commissioners has passed a motion to engage the services of Fire Marque Inc. and the adoption of the fee schedule is a pre-requisite to collecting fire department fees.

If requested, Fire Chief Ireland is available to provide a brief presentation to Council on Fire Marque Inc and to answer any questions you may have regarding the proposed by-law.

Sincerely,

KM:

Kirk Miller
Chair, KVFD Joint Board of Fire Commissioners

Enclosure

cc: Quispamsis Mayor and Council

TITLE

1. This by-law may be cited as the “Fire Prevention & Protection By-law”.

DEFINITIONS

2. In this by-law:

- a) **“Council”** means the elected Council of Rothesay/Quispamsis;
- b) **“Department”** means the Kennebecasis Valley Fire Department Inc.;
- c) **“Order”** means an order made under authority of this By-law by the Fire Chief, his designate, or a Fire Prevention Officer;
- d) **“Municipality”** means Rothesay or Quispamsis;
- e) **“Fire Chief”** means the Fire Chief of the Kennebecasis Valley Fire Department;
- f) **“Fire Prevention Officer”** means The Fire Chief and those persons appointed pursuant to Section 5 of this By-law;
- g) **“Officer in Charge”** means the senior officer of the Kennebecasis Valley Fire Department;
- h) **“Consumer Firework”** means an outdoor, low hazard, recreational firework that is dealt with in Part 16, Sections 354 to 359 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sprinklers;
- i) **“Display Firework”** means an outdoor, high hazard, recreational firework that is dealt with in Part 18, Sections 410 to 449 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons.
- j) **“Recreational Fire”** means a small, controlled, outdoor fire that is contained in a fire pit or outdoor burning appliance and is normally used for cooking, warmth, or personal enjoyment.

ADOPTION OF CODES/STANDARDS

3. Except as modified by this Bylaw, it is declared that the most recent edition of The National Fire Code, plus any codes/standards referenced therein, is in force in the Municipality.
4. The Fire Prevention Act (R.S.N.B., 1973, c. F-13) and all amendments thereto, is deemed to be part of this By-Law in like manner as if it were set out herein.

APPOINTMENT OF FIRE PREVENTION OFFICERS

5. Any person appointed by the Fire Marshal for the Province of New Brunswick as a Fire Prevention Officer shall be a Fire Prevention Officer for purposes of this By-law;
6. A Fire Prevention Officer is authorized to enforce the National Fire Code, the Fire Prevention Act of New Brunswick, Chapter F-13 and the regulations made thereunder together with any other laws of the Province of New Brunswick relating to the prevention and extinguishment of fires;
7. Without limiting the generality of the foregoing, a Fire Prevention Officer shall have the same powers under the same conditions as are conferred upon the Fire Marshall by Sections 11, 12, 16, 19(3), 21(1) and 23 of the Fire Prevention Act of New Brunswick;
8. The Fire Chief may establish, revise and maintain a regular system of property fire inspections of buildings and premises. The frequency of such inspections shall be at the discretion of the Fire Chief.

GENERAL PROVISIONS

9. Whenever the Fire Chief or Officer in Charge at the scene of a fire deems it advisable to guard the locality of such fire from the crowding of persons or vehicles, they may place or cause to be placed a barrier across any street or public place to indicate the area from which persons or vehicles are prohibited.
10. No person, except a member of the Kennebecasis Valley Fire Department, a member of the Kennebecasis Regional Police Force, or persons authorized by the Fire Chief or Officer in Charge shall enter or be within an area marked off by barriers to indicate an area from which persons or vehicles are prohibited.
11. No person shall disobey the orders or directions of the Fire Chief or Officer in Charge while in the performance of their duties at a fire nor shall any person interfere with or obstruct any such officer or any fire fighter while in the performance of any duty at a fire.

12. Every person attending a fire shall, upon the request of the Fire Chief or Officer in Charge, assist any firefighter engaged at such a fire and shall obey all orders and directions given to them by the Fire Chief or Officer in Charge in connection with such fire.

OPEN-AIR BURNING

13. Except as permitted in Section 14, no person shall burn or cause to burn any material out of doors on public or private property within the Town limits.
14. Recreational fires are permitted within the Municipality provided the following conditions are complied with and subject to any provincial laws or regulations to the contrary:
 - a) The fire is to be in a contained area using only dry, seasoned wood as a fuel and being no larger than one (1) square metre in area;
 - b) The owner of the property where the recreational fire is located has given consent for the fire;
 - c) Not more than one recreational fire is located on a private lot at any one time;
 - d) The recreational fire is attended at all times;
 - e) A means of extinguishment of the recreational fire is readily available;
 - f) The fire is completely extinguished prior to the recreational fire area being vacated;
 - g) Recreational fires shall not be set in windy conditions conducive to creating a running fire or when the wind is in such a direction or intensity so that the fire or smoke causes discomfort or safety risk to any person or causes loss of enjoyment of normal use of the property in the immediate area as determined by the Fire Chief or designate;
 - h) If smoke from a recreational fire causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately;
 - i) No person shall fail to immediately extinguish a recreational fire upon the request of the Fire Chief or designate.

BURN BAN

15. Recreational fires are not permitted during periods when the Province has restricted or prohibited open-air burning.
16. Notwithstanding the provisions of this By-law, the Fire Chief may institute a burn ban at any time, as may be deemed necessary in the opinion of the Fire Chief and it is in the interests of public safety.
17. No person shall open air burn or allow open air burning at any time during a burn ban.

FIRE PROTECTION SYSTEMS

18. Following the activation, or during a shut-down for any reason, of a Fire Protection/Life Safety System, and where the Fire Department has been unable to make contact with the owner, contact person or occupier, or that person fails to attend and reset the system within forty-five (45) minutes after being contacted, the Fire Chief of designate may contact a qualified service person to restore the Fire Protection/Life Safety System to normal operating conditions. The total cost of restoration of the equipment and related costs of hiring the qualified service person, shall be the responsibility of the owner or occupier.
19. Whereas an inoperable fire protection system constitutes an emergency, the Fire Chief or designate may take whatever actions or measures are necessary to meet the emergency, including, but not limited to, evacuating the building or requiring the posting of a fire watch.
20. Within the discretion of the Fire Chief, any owner or occupier of premises containing an automatic fire sprinkler system or a Fire Alarm System, where there have been more than 2 false alarms within a 30 day period, is guilty of an offence.
21. Every owner or occupier of premises having either a Fire Alarm System or an automatic fire sprinkler system, monitored or non-monitored, shall submit, on a form prescribed by the Fire Department, the names and telephone numbers of 3 persons who are available to attend, enter and secure the premises ("Contact Person"). The prescribed form may be obtained from the Fire Department and shall be submitted yearly and upon any change in Contact Person. The form must contain the written consent of each person named to act as a Contact Person.
22. At least one of the Contact Persons established in Section 21 must attend at the premises within 45 minutes when requested by the Fire Department and must secure the premises and when appropriate, release the Fire Department from the incident.

When the Fire Department responds to an alarm where the owner has failed to provide a Contact Person or where a Contact Person fails to attend within 45 minutes, the owner or occupier shall pay the applicable standby fee prescribed in Schedule "A".

23. When an owner or occupier fails to provide proper Contact Person information they are guilty of an offence.
24. Upon attending a fire incident, a Contact Person must identify him/herself to the Incident Commander on scene.
25. A Contact Person must have full access to the building and or occupancy of which they have responsibility and be able to take control of the building or occupancy from fire officials on completion of the incident.

CONSTRUCTION FIRE SAFETY PLANS

26. Fire safety at construction or demolition sites must be in compliance with Section 5.6 of the National Fire Code and Part 8 of the National Building Code.
27. The owner of a building under construction or renovation which requires the issuance of a building permit under Part 3 of the Building Code must submit a Construction Fire Safety Plan for review and approval by the Fire Chief or his designate.
28. Every building owner undertaking a construction or demolition project must appoint a Construction Fire Safety Director and submit the name and contact information to the Fire Chief prior to the commencement of the construction or demolition work.

FIREWORKS

29. No person shall set off consumer fireworks when there is a burning ban issued by the Fire Chief or the Province of New Brunswick.
30. Every person who sets off consumer fireworks shall:
 - a) provide and maintain fully operational fire extinguishing equipment ready for immediate use, and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;
 - b) Follow the manufacturer's requirements for the discharge of the fireworks; and

- c) Permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this by-law, forthwith upon demand.
31. No person shall store, handle or set off Consumer fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger from fire and explosion, and risk of death, injury and damage to property inherent in the storage, handling or use of fireworks.

Display Fireworks

32. No person shall hold a public fireworks display using Display fireworks without first obtaining a permit from the Fire Chief or designate.
33. A public fireworks display using Display fireworks shall be conducted under the direct supervision of a person who is a licensed fireworks operator.
34. The person holding the display shall be responsible to ensure that the display is conducted in conformance with the current Fireworks Display Manual prepared by Natural Resources Canada.
35. The handling, storage and use of Display fireworks shall be in conformance with the Explosives Act, its Regulations, the New Brunswick Fire Prevention Act and The National Fire Code.

FEES AND COST RECOVERY

36. Fees for services are established under Schedule "A".
37. The Fire Chief may establish fees based on a cost recovery basis for any resources used by the Kennebecasis Valley Fire Department to mitigate an emergency.

OFFENCES

38. No person shall permit a motor vehicle to be stopped or parked while running or not, attended or otherwise in a fire lane or egress from building exits to a public thoroughfare. The width or egress maintained shall be a minimum equal to the building exit width. The width of the fire lane shall be maintained for emergency vehicles. All fire lanes shall be designated and posted. All fire lanes shall be designed, constructed and maintained as per the National Fire Code.
39. No person shall refuse or neglect to carry out any direction of the Fire Chief or Officer in Charge or a Fire Prevention Officer, made pursuant to this By-Law.

SEVERABILITY

40. 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.

PENALTIES

41. A person who breaches or fails to comply with a provision of this By-law or fails to comply with an order of the Fire Chief, an Officer in Charge or a Fire Prevention Officer commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category E offence.
42. Payment of a fine levied under Section 41 shall not alleviate the responsibility for compliance with this by-law.

SCHEDULE "A"

ATTACHED TO AND FORMING PART OF BY-LAW XXXX

FIRE SERVICES FEES AND CHARGES

Type	Description	FEE (incl. HST)	
Admin	Reports (fire incident, fire investigation, etc.)	\$50 per report	
	File search	\$35 per address	
	Fire Code compliance letter	\$50 per address	
Prevention	Liquor License Inspection	\$100	
	Special Occasion permit inspection	\$100	
	Annual re-license inspections (non-liquor)	\$75	
	Display Fireworks permit	\$100	
	Requested Inspection (owner initiated)	\$50/hour	
	Emergency Services	All Fire Apparatus (Engine, Quint, Tanker)	\$350/first hour \$175 each subsequent ½ hr
Command Vehicle		\$100/hour	
Technical Rescue (non-resident) – includes auto-extrication, water/ice and off-road.		\$400/hour	
Indemnification Technology ®		Per apparatus rates plus any additional costs to KVFD	
Class A Firefighting Foam		\$3.00/liter	
Demolition/razing		Actual costs to KVFD	
On-scene firefighter rehabilitation		Actual costs to KVFD	
Apparatus Standby		\$200/hour	
Fines			
		Response to non-compliant open-air burning	
	1 st time	N/C	
	2 nd response to same address within 30 days	\$50	
	3 rd and subsequent response to same address within 30 days	\$175	
	False fire alarm – automatic alarm system		
	1 st time	N/C	
	2 nd response within 30 day period	\$175	
	3 rd and subsequent response within 30 day period	\$350	

2015 Fire By-Law Comparison

Subject	New	Rothesay	Quispamsis
Title	Fire Prevention & Protection By-law	Town of Rothesay Fire Protection By-Law	A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING THE PREVENTION OF FIRES
Definitions	<p>a) “Council” means the elected Council of Rothesay/Quispamsis;</p> <p>b) “Department” means the Kennebecasis Valley Fire Department Inc.;</p> <p>c) “Order” means an order made under authority of this By-law by the Fire Chief, his designate, or a Fire Prevention Officer;</p> <p>d) “Municipality” means Rothesay or Quispamsis;</p> <p>e) “Fire Chief” means the Fire Chief of the Kennebecasis Valley Fire Department;</p> <p>f) “Fire Prevention Officer” means The Fire Chief and those persons appointed pursuant to Section 5 of this By-law;</p> <p>g) “Officer in Charge” means the senior officer of the Kennebecasis Valley Fire Department;</p> <p>h) “Consumer Firework” means an outdoor, low hazard, recreational firework that is dealt with in Part 16, Sections 354 to 359 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes fireworks showers, fountains,</p>	<p>a) “Council” means the elected Council of the Town of Rothesay;</p> <p>b) “department” means the Rothesay Regional Fire Department;</p> <p>c) “order” means an order made under authority of this By-law by the Fire Chief, his designate, or a Fire Prevention Officer;</p> <p>d) “Municipality” means the Town of Rothesay;</p> <p>e) “place of assembly” is as defined by the <u>Provincial Fire Prevention Act</u> R.S.N.B. 1973 c.F-13;</p> <p>f) “sleeping accommodations” is as defined by the <u>Provincial Fire Prevention Act</u> R.S.N.B. 1973 c.F-13;</p>	<p>i. “Deputy Chief” means the Deputy Chief of the Kennebecasis Valley Fire Department;(AMENDMENT #1 DATED 2007-09-04)</p> <p>ii. “Fire Chief” means the Fire Chief of the Kennebecasis Valley Fire Department;(AMENDMENT #1 DATED 2007-09-04)</p> <p>iii. “Fire Prevention Officer” means The Fire Chief and those persons appointed by him/her pursuant to Section 3 of this By-law;</p> <p>iv. “Officer in Charge” means the senior officer of the Kennebecasis Valley Fire Department (AMENDMENT #1 DATED 2007-09-04) at the scene of a fire;</p> <p>v. “Town” means Quispamsis, a municipality in the county of Kings and the Province of New Brunswick;</p>

golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sprinklers;

- i) **"Display Firework"** means an outdoor, high hazard, recreational firework that is dealt with in Part 18, Sections 410 to 449 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons.
- j) **"Recreational Fire"** means a small, controlled, outdoor fire that is contained in a fire pit or outdoor burning appliance and is normally used for cooking, warmth, or personal enjoyment.

Codes	<p>Except as modified by this Bylaw, it is declared that the most recent edition of The National Fire Code, plus any codes/standards referenced therein, is in force in the Municipality.</p> <p>The Fire Prevention Act (R.S.N.B. 1973, c. F-13) and all amendments thereto, is deemed to be part of this By-Law in like manner as if it were set out herein.</p>	<p>The National Fire Code of Canada is as adopted by the Town of Rothesay, and includes, but is not limited to the following:</p> <ul style="list-style-type: none"> a) N.B.C. 1995 N.R.C.C. No. 38726; b) N.F.C. 1995 N.R.C.C. No. 38727; c) N.F.P.A. 1988 (latest edition and all amendments thereto); d) C.S.A. B139; e) C.A.N. 7B149.Z; f) C.S.A. Z276: and g) The N.F.P.A Fire Protection Handbook (latest edition). 	Silent
		<p>The Fire Prevention Act and all amendments thereto, is deemed to be</p>	

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part of this By-law in the same manner as if it were set out herein, save and except such portions of said Act as are hereafter in this By-law deleted, amended or modified.

Fire Prevention Officers

Any person appointed by the Fire Marshal for the Province of New Brunswick as a Fire Prevention Officer shall be a Fire Prevention Officer for purposes of this By-law;

A Fire Prevention Officer is authorized to enforce the National Fire Code, the Fire Prevention Act of New Brunswick, Chapter F-13 and the regulations made thereunder together with any other laws of the Province of New Brunswick relating to the prevention and extinguishment of fires;

Without limiting the generality of the foregoing, a Fire Prevention Officer shall have the same powers under the same conditions as are conferred upon the Fire Marshall by Sections 11, 12, 16, 19(3), 21(1) and 23 of the Fire Prevention Act of New Brunswick;

The Fire Chief may establish, revise and maintain a regular system of property fire inspections of buildings and premises. The frequency of such inspections shall be at the discretion of the Fire Chief.

The Fire Chief, or his designate, are Fire Prevention Officers under this By-Law.

The Fire Chief, or his designate, may appoint members of the department as Fire Prevention Officers. Fire Prevention Officers appointed under this By-Law may enforce the provisions of the By-Law.

A Fire Prevention Officer may upon complaint of a person interested, or where they deem necessary without such complaint, may inspect any building or premise within the Town of Rothesay and for the purpose may, at all reasonable hours, enter into or upon any building or premises.

If a Fire Prevention Officer determines a building or other structure which, for want of proper repair, or by reason of age and/or dilapidated condition, or for any cause is especially liable to fire, or which is so situated as to endanger other buildings or property or that exits from the building are inadequate for use, or that there are in or upon any buildings or premises, combustibles or explosive material or conditions exist which are dangerous to the safety of persons or to the building, he may Order the Owner/Occupier to immediately:

The Fire Chief and any person appointed by him/her as a Fire Prevention Officer shall be a Fire Prevention Officer for purposes of this By-law;

A Fire Prevention Officer is authorized to enforce the Fire Prevention Act of New Brunswick, Chapter F-13 and the regulations made thereunder together with any other laws of the Province of New Brunswick relating to the prevention and extinguishment of fires;

Without limiting the generality of the foregoing, a Fire Prevention Officer shall have the same powers under the same conditions as are conferred upon the Fire Marshall by Sections 11, 12, 16 and 21 of the Fire Prevention Act of New Brunswick;

A Fire Prevention Officer is authorized to enforce the provisions of this By-law and shall perform such other duties as may be prescribed by the Fire Chief.

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- a) Remove or demolish such Buildings or make such repairs or alterations as the Fire Prevention officer deems necessary.
- b) Remove combustibles or explosive materials and/or remove or repair anything that may, in the opinion of the Fire Prevention Officer constitute a fire hazard.
- c) Install safeguards, such as, but not limited to fire extinguishers, fire alarms and/or other devices and equipment, fire escapes and exits as the Fire Prevention Officer deems necessary.

Where in the opinion of a Fire Prevention Officer, any electrical installation, apparatus or equipment in or upon any building or premise is in a condition especially likely to cause fire or to be dangerous to the safety of persons or property, the Fire Prevention Officer may order any person, company or commission supplying electrical energy to such building or premise to discontinue supplying said electrical energy until the condition of the electrical installation, apparatus or equipment is remedied to the satisfaction of the Fire Prevention Officer.

Where any appliance, apparatus or place in or upon any building or premise is used or intended to be used for the supply of fire or heat and, in the opinion of a Fire Prevention Officer, the use of the appliance, apparatus or place for that purpose is dangerous or likely to

persons or property, the Fire Prevention Officer, may Order the Owner/Occupier not to ignite or maintain any fire in the said appliance, apparatus or place until the dangerous conditions have been remedied to the satisfaction of the Fire Prevention Officer.

Where in any place of assembly, or in any building or premises used as sleeping accommodations or as a restaurant, there is, in the opinion of a Fire Prevention Officer, a fire hazard dangerous to the safety of persons, he may order that the public not be admitted to such premises until the fire hazard has been remedied to his satisfaction.

Where in any place of assembly, or in any building or premises used as sleeping accommodations or as a restaurant, there is, in the opinion of a Fire Prevention Officer, danger to the safety of the public or those who may enter therein, by reason of inadequacy of exits or presence of flammable material or for any other reason, he may order that the number of persons admitted to the place of assembly, building or premises, at any one time, shall not exceed the number stated in the order.

When, in the opinion of a Fire Prevention Officer, the smoking of pipes, cigars or cigarettes in any place of assembly, constitutes a fire hazard dangerous to the safety of persons,

2019 May 16 Fire Prevention Officer 1, 2
The Fire Prevention Officer 1, 2 may order that smoking not be permitted in the place of assembly or in the building or structure, or that smoking shall only be permitted in such rooms or portions of the place of assembly, building or structure, as shall be designated by signage and as outlined in the said order.

General Provisions

Whenever the Fire Chief or Officer in Charge at the scene of a fire deems it advisable to guard the locality of such fire from the crowding of persons or vehicles, they may place or cause to be placed a barrier across any street or public place to indicate the area from which persons or vehicles are prohibited.

No person, except a member of the Kennebecasis Valley Fire Department, a member of the Kennebecasis Regional Police Force, or persons authorized by the Fire Chief or Officer in Charge shall enter or be within an area marked off by barriers to indicate an area from which persons or vehicles are prohibited.

No person shall disobey the orders or directions of the Fire Chief or Officer in Charge while in the performance of their duties at a fire nor shall any person interfere with or obstruct any such officer or any fire fighter while in the performance of any duty at a fire.

Every person attending a fire shall, upon the request of the Fire Chief or Officer in Charge, assist any

The Fire Chief, the Deputy Chief or in their absence the Officer in Charge may, in order to prevent the spread of a fire, issue an order for the razing or demolition of any building or other erection.

Every person attending a fire shall, upon the request of the Fire Chief, Deputy Chief or Officer in Charge assist any firefighter engaged at such fire and shall obey all orders and directions given to him by the Fire Chief, Deputy Chief or Officer in Charge in connection with such fire.

Whenever the Fire Chief, Deputy Chief or Officer in Charge of any fire deems it advisable to guard the locality of such fire from the crowding of persons or vehicles, he may place or cause to be placed a rope or other barrier across any street or public place to indicate the area from which persons or vehicles are prohibited.

No person except a member of the Fire Department, the police or persons authorized by the Fire Department official in command, shall enter or be within an area marked off

Whenever the Fire Chief, Deputy Chief or Officer in Charge at the scene of a fire deems it advisable to guard the locality of such fire from the crowding of persons or vehicles, he may place or cause to be placed a rope or other barrier across any street or public place to indicate the area from which persons or vehicles are prohibited.

No person, except a member of the Kennebecasis Valley Fire Department (AMENDMENT #1 DATED 2007-09-04), a member of the Rothesay Regional Police Force, or persons authorized by the Fire Chief, Deputy Chief or Officer in Charge shall enter or be within an area marked off by ropes or barriers to indicate an area from which persons or vehicles are prohibited.

No person shall disobey the orders or directions of the Fire Chief, Deputy Chief or Officer in Charge while in the performance of their duties at a fire nor shall any person interfere with or obstruct any such officer or any fire fighter while in the performance of any duty at a fire.

2019 May 13 Open Sesame Fire Indica
firefighter engaged at such a fire and shall obey all orders and directions given to them by the Fire Chief or Officer in Charge in connection with such fire.

Open Sesame Fire Indica
area from which persons and vehicles are prohibited.

Every person attending a fire shall, upon the request of the Fire Chief, Deputy Chief or Officer in Charge, assist any firefighter engaged at such a fire and shall obey all orders and directions given to them by the Fire Chief, Deputy Chief or Officer in Charge in connection with such fire.

Where the Fire Chief, Deputy Chief or Officer in Charge determines that a fire is in contravention of this By-law they may enter upon public or private property and take such steps as required to extinguish the fire.

Open Air Burning

Except as permitted in Section 14, no person shall burn or cause to burn any material out of doors on public or private property within the Town limits.

14. Recreational fires are permitted within the Municipality provided the following conditions are complied with and subject to any provincial laws or regulations to the contrary:

- a) The fire is to be in a contained area using only dry, seasoned wood as a fuel and being no larger than one (1) square metre in area;
- b) The owner of the property where the recreational fire is located has given consent for the fire;
- c) Not more than one recreational fire is located on a private lot at any one time;

No person within the Town limits shall set on fire any combustible matter or other refuse outside any building without first obtaining the permission of the Fire Prevention Officer.

No person shall burn or cause to burn any material out of doors on public or private property within the Town limits except as follows and subject to any provincial laws or regulations to the contrary:

Recreational Campfires are permitted within the Town upon advance notice having been given to the Kennebecasis Valley Fire Department (AMENDMENT #1 DATED 2007-09-04) and on the following conditions being complied with:

- a. The fire is to be in a contained area using only untreated wood as a fuel and being no larger than one (1) square metre in area;
- b. The owner of the property where the campfire is located has given permission for the fire;
- c. Not more than one recreational

d) The recreational fire is [2019May13OpenSessionFINAL_314](#) attended at all times;

e) A means of extinguishment of the recreational fire is readily available;

f) The fire is completely extinguished prior to the recreational fire area being vacated;

g) Recreational fires shall not be set in windy conditions conducive to creating a running fire or when the wind is in such a direction or intensity so that the fire or smoke causes discomfort or safety risk to any person or causes loss of enjoyment of normal use of the property in the immediate area as determined by the Fire Chief or designate;

h) If smoke from a recreational fire causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately;

i) No person shall fail to immediately extinguish a recreational fire upon the request of the Fire Chief or designate.

campfire is located on a private lot at any one time;

d. The campfire is attended at all times;

e. A means of extinguishment of the campfire is readily available; and

f. The fire is completely extinguished prior to the campfire area being vacated.

Burning of untreated wood materials, dry grass and dry leaves is permitted with the approval of the Kennebecasis Valley Fire Department (AMENDMENT #1 DATED 2007-09-04), which approval shall be based on whether or not the following conditions are complied with:

a. A source of water is readily available sufficient to extinguish the fire;

b. The fire is attended at all times;

c. The fire does not exceed nine (9) square meters in area;

d. The burning is consistent with the policies of the Department of Natural Resources and the Department of Environment; and

e. Without limiting the requirement that only untreated wood materials can be burned, the following

materials are specifically forbidden to be burned in the Town:

- (1) Animal cadavers;
- (2) Animal manure;
- (3) Pathological waste;
- (4) Garbage or refuse other than untreated wood products;
- (5) Railway ties;
- (6) Combustible materials from automobiles bodies;
- (7) Tires;
- (8) Rubber or plastic or anything containing or coated with rubber or plastic or similar substances;
- (9) Waste or contaminated oils;
- (10) Urea formaldehyde foam insulation;
- (11) Solid waste from sawmills; and
- (12) Wood or wood products containing substances for the purposes of preserving wood.

<p>Burn Ban</p>	<p>Recreational fires are not permitted during periods when the Province has restricted or prohibited open-air burning.</p> <p>Notwithstanding the provisions of this By-law, the Fire Chief may institute a burn ban at any time, as may be deemed necessary in the opinion of the Fire Chief and it is in the interests of public safety.</p> <p>No person shall open air burn or allow open air burning at any time during a burn ban.</p>	<p>Silent</p>	<p>Silent</p>
<p>Fire Protection Systems</p>	<p>Following the activation, or during a shut-down for any reason, of a Fire Protection/Life Safety System,</p>	<p>Silent</p>	<p>Silent</p>

and where the Fire Department has been unable to make contact with the owner, contact person or occupier, or that person fails to attend and reset the system within forty-five (45) minutes after being contacted, the Fire Chief of designate may contact a qualified service person to restore the Fire Protection/Life Safety System to normal operating conditions. The total cost of restoration of the equipment and related costs of hiring the qualified service person, shall be the responsibility of the owner or occupier.

Whereas an inoperable fire protection system constitutes an emergency, the Fire Chief or designate may take whatever actions or measures are necessary to meet the emergency, including, but not limited to, evacuating the building or requiring the posting of a fire watch.

Within the discretion of the Fire Chief, any owner or occupier of premises containing an automatic fire sprinkler system or a Fire Alarm System, where there have been more than 2 false alarms within a 30 day period, is guilty of an offence.

Every owner or occupier of premises having either a Fire Alarm System or an automatic fire sprinkler system, monitored or non-monitored, shall submit, on a form prescribed by the Fire Department, the names and telephone numbers of 3 persons who are available to attend, enter and secure the premises ("Contact

Person"). The prescribed form must be obtained from the Fire Department and shall be submitted yearly and upon any change in Contact Person. The form must contain the written consent of each person named to act as a Contact Person.

At least one of the Contact Persons established in Section 21 must attend at the premises within 45 minutes when requested by the Fire Department and must secure the premises and when appropriate, release the Fire Department from the incident. When the Fire Department responds to an alarm where the owner has failed to provide a Contact Person or where a Contact Person fails to attend within 45 minutes, the owner or occupier shall pay the applicable standby fee prescribed in Schedule "A".

When an owner or occupier fails to provide proper Contact Person information they are guilty of an offence.

Upon attending a fire incident, a Contact Person must identify him/herself to the Incident Commander on scene.

A Contact Person must have full access to the building and or occupancy of which they have responsibility and be able to take control of the building or occupancy from fire officials on completion of the incident.

Construction Fire Safety Plans	<p>Fire safety at construction or demolition sites must be in compliance with Section 5.6 of the National Fire Code and Part 8 of the National Building Code.</p> <p>The owner of a building under construction or renovation which requires the issuance of a building permit under Part 3 of the Building Code must submit a Construction Fire Safety Plan for review and approval by the Fire Chief or his designate.</p> <p>Every building owner undertaking a construction or demolition project must appoint a Construction Fire Safety Director and submit the name and contact information to the Fire Chief prior to the commencement of the construction or demolition work.</p>	2019 May 13 Open Session Item 318	Silent
Fireworks	<p>No person shall set off consumer fireworks when there is a burning ban issued by the Fire Chief or the Province of New Brunswick.</p> <p>Every person who sets off consumer fireworks shall:</p> <p>a) provide and maintain fully operational fire extinguishing equipment ready for immediate use, and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;</p>	Silent	<p>BY-LAW NO. 23 A BY.LAW OF THE TOWN OF QUISPAMISIS RESPECTING DISTURBANCE BY NOISE</p> <p>"Consumer Firework" means an outdoor, low hazard, recreational firework that is dealt with in Part 16, Sections 354 to 359 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sprinklers;</p> <p>"Display Firework" means an outdoor, high hazard, recreational firework that is dealt with in Part 18,</p>

b) Follow the manufacturer's requirements for the discharge of the fireworks; and

c) Permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this by-law, forthwith upon demand.

No person shall store, handle or set off Consumer fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger from fire and explosion, and risk of death, injury and damage to property inherent in the storage, handling or use of fireworks.

Display Fireworks

No person shall hold a public fireworks display using Display fireworks without first obtaining a permit from the Fire Chief or designate.

A public fireworks display using Display fireworks shall be conducted under the direct supervision of a person who is a licensed fireworks operator.

The person holding the display shall be responsible to ensure that the display is conducted in conformance with the current Fireworks Display Manual prepared by Natural

Sections 410 to 449 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons.

When detonating consumer fireworks, all the following conditions must be followed:

No parent or guardian of any person under the age of eighteen (18) years shall allow or permit that person to set off consumer fireworks, except under the direct supervision and control of a natural person eighteen years of age or older, who shall, at all times, remain physically present in the immediate area where the Consumer Fireworks are being set off.

No person shall set off or hold a display of consumer fireworks on any land that is not owned by him or her, unless written permission for the setting off or the holding of a display of consumer fireworks on a date to be clearly specified in the written permission, has been obtained from the owner, lessee or person in charge of the land.

No person shall set off consumer fireworks into, inside of, or on any building, accessory building, structure or vehicle.

The handling, storage and use of Display fireworks shall be in conformance with the Explosives Act, its Regulations, the New Brunswick Fire Prevention Act and The National Fire Code.

No person shall set off consumer fireworks into, in or on any highway, road, street, lane, square, park or other public place where the public or any member thereof has access to, or may have access to, uses or may use.

No person shall set off consumer fireworks in a manner or at a location that causes the discharge, smoke, residue or fallout of the fireworks on the land of another person or to encroach on the property of another person, or that which creates a nuisance, or that creates or may create an unsafe condition, danger from fire or risk of accident, injury or damage at or in respect of any place, location or site, or in respect of any person, property or thing.

No person shall set off consumer fireworks when there is a burning ban issued by the Province of New Brunswick for Kings County.

Every person who sets off consumer fireworks shall:

Provide and maintain fully operational fire extinguishing equipment ready for immediate use, and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;

Follow the manufacturer's requirements for the discharge of the fireworks; and permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this by-law, forthwith upon demand.

Fees and Cost Recovery	<p>Fees for services are established under Schedule "A".</p> <p>The Fire Chief may establish fees based on a cost recovery basis for any resources used by the Kennebecasis Valley Fire Department to mitigate an emergency.</p>	Silent	Silent
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Offences	<p>No person shall permit a motor vehicle to be stopped or parked while running or not, attended or otherwise in a fire lane or egress from building exits to a public thoroughfare. The width or egress maintained shall be a minimum equal to the building exit width. The width of the fire lane shall be maintained for emergency vehicles. All fire lanes shall be designated and posted. All fire lanes shall be designed, constructed and maintained as per the National Fire Code.</p> <p>No person shall refuse or neglect to carry out any direction of the Fire Chief or Officer in Charge or a Fire Prevention Officer, made pursuant to this By-Law.</p>	<p>No person shall permit a motor vehicle to be stopped or parked while running or not, attended or otherwise in a fire lane or egress from building exits to a public thoroughfare. The width or egress maintained shall be a minimum equal to the building exit width. The width of the fire lane shall be maintained for emergency vehicles. All fire lanes shall be designated and posted. All fire lanes shall be designed, constructed and maintained as per NBC/NFC 1995 edition.</p> <p>No person within the Town limits shall set on fire any combustible matter or other refuse outside any building without first obtaining the permission of the Fire Prevention Officer.</p>	<p>Storage of flammable liquids is prohibited in the Town except as provided for in the National Fire Code of Canada.</p>
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2019 May 13 Open House
 No person shall disobey the orders and directions of the Fire Chief, Deputy Chief or Officer in Charge while in the performance of their duties at a fire nor shall any person interfere with or obstruct any such officer or any fire fighter while in the performance of any duty at a fire.

No person shall refuse or neglect to carry out any direction of the Fire Chief, Deputy Chief, Officer in Charge or a Fire Prevention Officer, made pursuant to this By-Law.

No person shall store flammable liquids, except as provided in the National Fire Code of Canada.

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.	Silent	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.
Penalties	<p>41. A person who breaches or fails to comply with a provision of this By-law or fails to comply with an order of the Fire Chief, an Officer in Charge or a Fire Prevention Officer commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category E offence.</p> <p>Payment of a fine levied under Section 41 shall not alleviate the responsibility for compliance with this by-law.</p>	<p>Any person who violates sections 21, 22, 23, 24 and 25 of this By-Law is guilty of an offence and is liable, on summary conviction, to punishment as prescribed under Part II of the Provincial Offences Procedure Act as a category D offence.</p> <p>(2) Any person convicted of an offence under this By-Law who fails to comply with an order of the Court concerning the offence is liable to a further fine of not more than Fifty Dollars (\$50.00) for each day the offence continues.</p>	<p>A. A person who breaches or fails to comply with a provision of this By-law or fails to comply with an order of a Fire Prevention Officer commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category E offence, with a maximum fine five thousand dollars (\$5,000).</p> <p>B. Where a person is convicted of an offence under this By-law for failure to comply with an order of a Fire Prevention Officer the Court, in addition to any penalty imposed, may order that person to comply with the order.</p>

C. A person who fails to comply with an order of the Court under Section 6(b) commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category F offence, with a maximum fine seven thousand five hundred dollars (\$7,500).



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 9 May 2019
RE : Police Protection By-law 3-19

RECOMMENDATION:

- Council give 1st Reading by Title to By-law 3-19, "A By-law of the town of Rothesay Respecting Police Protection in the town of Rothesay"
- Council give 2nd Reading by Title 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, By-law 3-19 has been prepared by Quispamsis (Town solicitor) and provided to Rothesay for consideration and enactment.

If Council is in agreement, 1st and 2nd Reading can be done at the May 13th Council meeting and the subsequent recommendations for June will be reading in its entirety, 3rd Reading by title and Enactment.

Quispamsis Council gave 1st and 2nd Reading to their By-law at the May 7th Quispamsis Council meeting and will consider Enactment at its May 21st Council meeting.

Attachments: By-law 3-19 Police Protection By-law
Quispamsis Staff Report to Council (3 May 2019)

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:

SECOND READING BY TITLE:

READ IN ITS ENTIRETY:

THIRD READING BY TITLE:

MAYOR

CLERK



Staff Report to Council

Date: May 3, 2019

From: Catherine Snow, Town Clerk

Subject:

By-law No. 057; A By-law of the Town of Quispamsis Respecting Police Protection in the Town of Quispamsis

Background and Discussion:

As Council may be aware, one of the requirements in the new *Local Governance Act* is that each Municipality must adopt a Police Protection By-law. Section 10(3) reads “A municipality shall make by-laws respecting the provision of the service of police protection”.

As such, the Town Solicitor has drafted the attached proposed by-law for Council’s adoption. A copy of the draft has also been sent to the town of Rothesay with the view towards them adopting the same by-law as we both share the services of the Kennebecasis Regional Police Force.

Financial Implications:

N/A

Attachment(s):

Proposed By-law No. 057; A By-law of the Town of Quispamsis Respecting Police Protection in the Town of Quispamsis

Recommendation:

That Council give 1st and 2nd reading to the proposed By-law No. 057; A By-law of the Town of Quispamsis Respecting Police Protection in the Town of Quispamsis



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 13, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 8, 2019

SUBJECT: Turnbull Court Sewer Design

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Ltd. in the amount of \$78,660.00 including HST to plan and complete detailed design drawings for reconfiguration of the sanitary sewer collection system through the Turnbull Court neighborhood.

ORIGIN

The 2019 Utility Fund Budget includes an amount of \$75,000 to complete the design work.

BACKGROUND

The gravity sewer system that extends from the condominium complex at 2865 Rothesay Road to the lift station at Tennis Court Road is in need of replacement. The system involves a link across the surface of Taylor Brook which is susceptible to damage from ice flows during certain periods of the year.

DISCUSSION

Portions of the current sewer system exist on lands where no formal easement was ever defined. The alignment through the rear yards of the riverside properties on Turnbull Court, Domville Lane and Rothesay Road between Taylor Brook and the Tennis Court Lift Station also renders the current system virtually inaccessible. The grade difference between area homes near the river and the main sewer line along Rothesay Road is such that several lift stations would be required to collect the flow from these homes and convey it to the mainline sewer. Staff have requested, through the terms of reference for the proposal call, that several options be identified and the merits/drawbacks of each option be evaluated. Staff will ultimately choose one of the options to recommend to Council for acceptance and inclusion with the 2020 Utility Fund Budget.

PROPOSAL RESULTS

On March 19, 2019 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on April 9, 2019. Proposals were received from the following firms:

- Crandall Engineering Ltd.,
- Dillon Consulting Ltd.,
- exp.,
- Innovative Engineering and Project Management,
- Wood Environment and Infrastructure Solutions.

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

John Jarvie, Town Manager
Brett McLean, Director of Operations

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

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by Dillon Consulting Ltd.

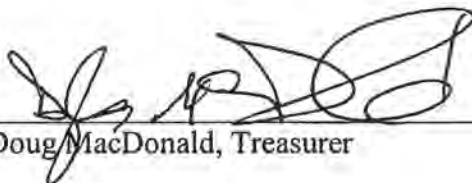
The submission from Dillon met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

The 2019 Utility Fund Capital Budgets includes \$75,000 for design of the sewer project. The cost of this portion of work will be \$71,331.62 including the Town's eligible HST rebate.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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