



**ROTHESAY**  
SPECIAL COUNCIL MEETING  
Rothesay Town Hall  
**Monday, December 5, 2016**  
**7:00 pm**



- 
1. **APPROVAL OF AGENDA**
  2. **New Business – DRAFT 2017 Rothesay Budget**
    - 2.1 2017 General Fund Operating Budget
    - 2.2 2017 General Fund Capital Budget
    - 2.3 2017 Utility Fund Operating Budget
    - 2.4 2017 Utility Fund Capital Budget
  3. **NEXT MEETING**  
**Monday, December 12, 2016**
  4. **ADJOURNMENT**



# ROTHESAY



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## GENERAL OPERATING FUND BUDGET 2017 – HIGHLIGHTS

1. Total Operating Budget \$16,895,000, an increase of 0.87% over the 2016 budget
2. Overall property tax assessments up by 1.63%
3. Tax rate **increase of 1 cent to \$1.22** per \$100 of assessment
4. **Protective Services** budgets reflect the submissions from the Fire and Police Boards as well as EMO expenditures
5. **Transportation Services** reflect a decrease from the 2016 budget to reflect lower fuel and sand and salt expenditures.
6. **Environmental Health Services** includes garbage collection and disposal and has decreased due to a reduction in the volume of waste generated and a full year of curbside recycling
7. **Environmental Development Services** includes anticipated expenditures associated with the first year of a Municipal Plan review
8. **Recreation & Cultural Services** has increased to reflect operational increases including the maintenance of trail infrastructure, regional facilities, parks, etc.
9. **Fiscal Services** has increased by approximately \$150,000 to reflect the cost of new debt

### Total proposed expenditures by category are as follows:

General Government Services	\$ 2,039,000	12.1%
Protective Services	\$ 4,785,000	28.3%
Transportation Services	\$ 3,330,000	19.7%
Environmental Health Services	\$ 620,000	3.7%
Environmental Development (planning)	\$ 634,000	3.7%
Recreation and Cultural Services	\$ 1,992,000	11.8%
Fiscal Services (P&I)	\$ 1,238,000	7.3%
Capital Expenditures	\$ 2,257,000	13.4%

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# DRAFT, for discussions purposes only

## Town of Rothesay

### General Fund Master Budget 2017

	Year End Outlook	Budget 2016	Budget 2017
<b>REVENUE</b>			
Warrant of Assessment	\$ 14,961,842	\$ 14,961,842	\$ 15,331,622
Sale of Services	338,257	345,700	339,700
Services to Province of New Brunswick	63,000	60,000	60,000
Other Revenue from Own Sources	154,593	106,779	92,180
Unconditional Grant	118,987	118,987	119,968
Conditional Transfers	60,421	21,500	21,500
Other Transfers	1,135,192	1,135,192	930,030
	<u>\$ 16,832,292</u>	<u>\$ 16,750,000</u>	<u>\$ 16,895,000</u>
<b>EXPENSES</b>			
General Government Services	1,967,869	2,032,455	2,039,246
Protective Services	4,726,770	4,744,123	4,785,048
Transportation Services	3,177,153	3,365,331	3,329,876
Environmental Health Services	615,547	638,000	620,000
Environmental Development	572,103	641,022	633,947
Recreation & Cultural Services	1,949,001	1,903,676	1,991,932
	<u>13,008,442</u>	<u>13,324,608</u>	<u>13,400,049</u>
Fiscal Services	3,811,267	3,425,393	3,494,951
	<u>\$ 16,819,708</u>	<u>\$ 16,750,000</u>	<u>\$ 16,895,000</u>
Surplus (Deficit) for the Year	\$ 12,584	-\$ 0	-\$ 0

# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>REVENUE</b>			
<b>Sale of Services</b>			
Bill McGuire Memorial Centre	26,000	31,200	30,000
Town Hall Rent	8,000	19,600	10,000
Rental Revenue	9,440	10,000	10,000
Arena Revenue	244,200	230,000	236,200
Community Garden	1,620	900	1,500
Recreation Programs	48,997	54,000	52,000
	<u>\$ 338,257</u>	<u>\$ 345,700</u>	<u>\$ 339,700</u>
<b>Other Revenue from Own Sources</b>			
Licenses & Permits	91,230	85,000	85,000
Police Fines	13,741	13,741	-
Interest	10,000	5,000	5,000
Miscellaneous	34,000	3,038	1,680
Sale of Assets	4,772	-	-
Recycling Dollies, & Lids	750	-	500
History Book Sales	100	-	-
	<u>\$ 154,593</u>	<u>\$ 106,779</u>	<u>\$ 92,180</u>
<b>Conditional Transfers</b>			
Canada Day Grant	2,500	1,500	1,500
Grant - Other	57,921	20,000	20,000
	<u>\$ 60,421</u>	<u>\$ 21,500</u>	<u>\$ 21,500</u>
<b>Other Transfers</b>			
Surplus of 2nd Previous Year	285,192	285,192	10,030
Utility Fund Transfer	850,000	850,000	920,000
	<u>\$ 1,135,192</u>	<u>\$ 1,135,192</u>	<u>\$ 930,030</u>

# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>EXPENSES</b>			
<b>General Government Services</b>			
Legislative			
Mayor	33,976	36,475	37,100
Councillors	101,118	104,059	106,343
Regional Service Commission 9	5,046	7,500	4,291
UMNB-FCM Local Gov'ts for Sustainability	-	-	9,000
Other	8,000	11,000	13,000
	<u>\$ 148,140</u>	<u>\$ 159,034</u>	<u>\$ 169,734</u>
Administrative			
Office Building	132,463	153,100	142,700
Solicitor	55,000	35,000	50,000
Administration - Wages & Benefits	964,504	985,200	955,300
Supplies	89,500	97,900	133,900
Professional Fees	40,000	50,000	30,000
Other	70,000	67,337	84,724
	<u>\$ 1,351,467</u>	<u>\$ 1,388,537</u>	<u>\$ 1,396,624</u>
Other General Government Services			
Community Communications	6,500	7,000	8,000
Civic Relations	5,000	4,000	4,000
Insurance	162,197	157,000	167,090
Donations (see page 10)	47,000	67,000	42,000
Cost of Assessment	239,884	239,884	243,798
Property Taxes - L.P.P.	7,681	10,000	8,000
	<u>\$ 468,262</u>	<u>\$ 484,884</u>	<u>\$ 472,888</u>
	<u>\$ 1,967,869</u>	<u>\$ 2,032,455</u>	<u>\$ 2,039,246</u>

# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>Protective Services</b>			
Police			
Police Protection	2,239,327	2,244,033	2,281,831
Crime Stoppers	2,800	2,800	2,800
	<u>\$ 2,242,127</u>	<u>\$ 2,246,833</u>	<u>\$ 2,284,631</u>
 Fire			
Fire Protection	1,936,853	1,939,032	1,951,164
Water Costs Fire Protection	375,000	375,000	375,000
	<u>\$ 2,311,853</u>	<u>\$ 2,314,032</u>	<u>\$ 2,326,164</u>
 Emergency Measures			
911 Communications Centre	133,759	133,758	139,753
EMO Director/Committee	21,032	25,000	15,000
	<u>\$ 154,791</u>	<u>\$ 158,758</u>	<u>\$ 154,753</u>
 Other			
Animal & Pest Control	8,000	9,500	9,500
Other	10,000	15,000	10,000
	<u>\$ 18,000</u>	<u>\$ 24,500</u>	<u>\$ 19,500</u>
 Total Protective Services	<u>\$ 4,726,770</u>	<u>\$ 4,744,123</u>	<u>\$ 4,785,048</u>

# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>Transportation Services</b>			
Common Services			
Administration (Wages & Benefits)	1,771,913	1,784,983	1,834,278
Workshops, Yards & Equipment	495,783	580,500	535,245
Engineering	12,000	5,000	7,500
	<u>\$ 2,279,696</u>	<u>\$ 2,370,483</u>	<u>\$ 2,377,023</u>
Street Cleaning & Flushing	35,000	35,000	40,000
Roads & Streets	73,000	83,000	75,000
Crosswalks & Sidewalks	16,478	14,349	14,353
Culverts & Drainage Ditches	55,000	60,000	60,000
Snow & Ice Removal	440,143	512,000	470,000
	<u>\$ 619,621</u>	<u>\$ 704,349</u>	<u>\$ 659,353</u>
Street Lighting	145,543	146,000	146,000
Traffic Services			
Street Signs	5,000	10,000	15,000
Traffic Lanemarking	25,000	26,000	20,000
Traffic Signals	18,000	25,000	25,000
Railway Crossing	21,000	18,000	20,000
	<u>\$ 69,000</u>	<u>\$ 79,000</u>	<u>\$ 80,000</u>
Public Transit			
Public Transit - Comex Service	61,492	62,000	62,000
KV Committee for the Disabled	-	-	3,000
Public Transit - Other	1,800	3,500	2,500
	<u>\$ 63,292</u>	<u>\$ 65,500</u>	<u>\$ 67,500</u>
Total Transportation Services	<u>\$ 3,177,153</u>	<u>\$ 3,365,331</u>	<u>\$ 3,329,876</u>
<b>Environmental Health Services</b>			
Solid Waste Disposal Land Fill	188,681	210,000	190,000
Solid Waste Disposal Compost	23,681	28,000	25,000
Solid Waste Collection	260,908	260,000	260,000
Clean Up Campaign	92,003	90,000	90,000
Curbside Recycling	50,274	50,000	55,000
	<u>\$ 615,547</u>	<u>\$ 638,000</u>	<u>\$ 620,000</u>

# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>Environmental Development Services</b>			
<b>Planning &amp; Zoning</b>			
Administration	431,078	443,900	441,825
Planning Projects	50,000	100,000	100,000
Heritage Committee	1,500	7,500	2,500
	<b>\$ 482,578</b>	<b>\$ 551,400</b>	<b>\$ 544,325</b>
Economic Development Comm.	86,422	86,422	86,422
Tourism	3,103	3,200	3,200
	<b>\$ 89,525</b>	<b>\$ 89,622</b>	<b>\$ 89,622</b>
	<b>\$ 572,103</b>	<b>\$ 641,022</b>	<b>\$ 633,947</b>
<b>Recreation &amp; Cultural Services</b>			
Administration	266,135	234,815	243,246
Beaches	49,575	57,784	53,400
Rothesay Arena	300,095	276,381	313,080
Memorial Centre	56,487	63,000	65,000
Summer Programs	60,009	56,049	58,944
Parks & Gardens	538,648	546,400	568,400
Playgrounds and Fields	106,000	108,000	110,000
Common operations	53,950	36,600	48,401
Big Rothesay Read	-	1,000	300
Special Events	33,693	36,500	37,000
PRO Kids	7,500	7,500	7,500
sub total	1,472,092	1,424,029	1,505,271
Regional Facilities Commission	390,133	390,071	397,780
Kennebecasis Public Library	85,576	85,576	86,381
Rothesay Living Museum	1,200	4,000	2,500
	<b>\$ 1,949,001</b>	<b>\$ 1,903,676</b>	<b>\$ 1,991,932</b>



# DRAFT, for discussions purposes only

	Year End Outlook	Budget 2016	Budget 2017
<b>Fiscal Services</b>			
Debt Charges			
Interest	251,267	256,393	252,951
Debenture Payments	830,000	830,000	985,000
	<u>\$ 1,081,267</u>	<u>\$ 1,086,393</u>	<u>\$ 1,237,951</u>
Transfers To:			
Capital Fund for Capital Expenditures (see allocation on Page 12)	2,600,000	2,179,000	2,247,000
Reserve Funds	120,000	150,000	-
Town Hall Reserve Transfer	10,000	10,000	10,000
	<u>\$ 2,730,000</u>	<u>\$ 2,339,000</u>	<u>\$ 2,257,000</u>
	<u>\$ 3,811,267</u>	<u>\$ 3,425,393</u>	<u>\$ 3,494,951</u>

# DRAFT, for discussions purposes only

## Town of Rothesay

### Donations/Cultural Support

Organization	Ask	Budget	Recommendation
KV3C	\$ 2,500	\$ 2,500	in kind
NB Medical Education Trust	5,200	5,000	
Fairweather Scholarship	1,000	1,000	
KV Oasis	15,000	5,000	
Imperial Theatre	40,000	5,000	No multi-year commitment
Saint John Theatre Company	1,500	1,000	
YMCA	-	10,000	5 year commitment started in 2015
Cherry Brook Zoo	5,000	-	
Ellipsis Productions	15,000	-	To decline contribution.
Sculpture Saint John	-	-	To decline participation.
Saint John Fieldhouse project	30,000	5,000	Request for 5 years. No multi-year commitment.
sub	115,200	34,500	
Misc small donations	7,500	7,500	
	122,700	42,000	
Other:			
Kennebecasis Crimestoppers	2,800	2,800	Protective Services
KV Committee for the Disabled	3,000	3,000	Transportation
PRO Kids	7,500	7,500	Recreation
	\$ 136,000	\$ 55,300	

## GENERAL CAPITAL FUND BUDGET 2017 – HIGHLIGHTS

1. Total Capital Budget of \$3.6 million
2. Projects funded by operating revenue, Gas Tax and reserves, no new debt incurred.
3. **Transportation**
  - Street surfacing of \$1.385 million (includes asphalt and micro-sealing)
  - Designated Highway and related sidewalk of \$510,000, contingent upon Provincial funding
  - Wells Trail connector to Grove Ave project of \$346,000 contingent upon external funding
  - Fleet replacement plan includes \$940,000 to replace old equipment
  - Building and Equipment includes a diesel storage tank and asphalt recycler.

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## Town of Rothesay

Capital Plan Summary  
General Fund

### Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall)	40,000	-	40,000	-	-	-
IT (website, copier, MS Office)	55,000	55,000				
	95,000	55,000	40,000	-	-	-
PROTECTIVE (Fire Dept)						
	78,500	78,500	-	-	-	-
	78,500	78,500	-	-	-	-
TRANSPORTATION						
Buildings (diesel storage tank)	90,000	90,000	-	-	-	-
Designated Highways	285,000	285,000	-	-	-	-
Drainage	-	-	-	-	-	-
Street surfacing (per approved list)	1,385,000	445,000	-	940,000		
Curb & Sidewalks (connector and designated road)	571,000	346,000	-	225,000	-	-
Fleet (4 pieces per replacement plan)	940,000	940,000	-	-	-	-
Equipment (asphalt recycler)	110,000	-	110,000	-	-	-
	3,381,000	2,106,000	110,000	1,165,000	-	-
RECREATION						
Buildings		-				
Fields (Scribner and trails)	40,000	-	40,000			
Equipment (mower)	7,500	7,500	-	-	-	-
	47,500	7,500	40,000	-	-	-
Total Capital Expenditures	\$ 3,602,000	\$ 2,247,000	\$ 190,000	\$ 1,165,000	\$ -	\$ -
		\$ 3,602,000				



# ROTHESAY



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## UTILITY OPERATING FUND BUDGET 2017 HIGHLIGHTS

1. Total Revenue \$3,190,000
2. Revenue from sale of water of \$980,000; no change to water rates (base rate remains at \$1.15 per cubic metre and \$200 per annum fixed fee)
3. Revenue from sewerage services \$1,600,000; sewer rates are increased from \$350 per equivalent user to \$370 per equivalent unit
4. Total operating expenses increased by 5.5% to \$2,450,000, including the 7.2% increase in Principal and interest payments to reflect debt service charges

### - Expenses:

Water Supply	\$ 855,300
Sewer Collection and Disposal	768,750
Fiscal Services	<u>825,950</u>
Total	<u>\$ 2,450,000</u>

### - Revenue:

Sale of Water	\$ 980,000
Sewerage services	1,600,000
Other Revenue	<u>610,000</u>
	<u>\$ 3,190,000</u>

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## 2016 UTILITY OPERATING FUND BUDGET

	2016 Outlook	2016 Budget	2017 Budget
<b>REVENUE</b>			
1 Sale of Water	\$ 980,000	\$ 962,000	\$ 980,000
2 Water Connection Fees	73,000	35,000	35,000
3 Meter and Non-Hookup Fees	35,400	35,000	37,500
4 Water Supply for Fire Protection	375,000	375,000	375,000
5 Sewerage Services	1,517,000	1,520,000	1,600,000
6 Sewer Connection Fees	52,000	25,000	25,000
7 Development infrastructure-			
8 Interest Earned	54,000	40,000	47,500
9 Transfer from operating reserve			
10 Prior Years surplus			28,535
11 Local improvement levy	59,000	55,000	59,000
12 Misc Revenue	108,000	3,000	2,465
<b>TOTAL REVENUE</b>	<b>\$ 3,253,400</b>	<b>\$ 3,050,000</b>	<b>\$ 3,190,000</b>

## EXPENDITURES

<b>WATER SUPPLY</b>			
13 Share of Overhead Expenses	\$ 255,000	\$ 255,000	\$ 368,000
14 Profess. Fees/Legal/Training	15,000	15,000	15,000
15 Purification/Treatment	300,000	304,000	310,000
16			
17 Water Purchased	900	1,000	1,000
18 Trans/Distribution	90,000	97,000	92,300
19 Power & Pumping	42,000	47,000	48,000
20 Billing and Collections	1,500	3,000	3,000
21 Other Expenses	15,000	15,000	18,000
<b>TOTAL WATER SUPPLY</b>	<b>\$ 719,400</b>	<b>\$ 737,000</b>	<b>\$ 855,300</b>

<b>SEWERAGE COLLECTION AND DISPOSAL</b>			
22 Share of Overhead Expenses	\$ 595,000	\$ 595,000	\$ 552,000
23 Profess. Fees/Legal/Training	29,000	29,000	29,000
24 Collection System	75,000	86,000	87,800
25 Lift Stations	25,000	29,000	29,000
26 Treatment/Disposal	60,000	68,000	65,450
27 Other Expenses	20,000	6,892	5,500
<b>TOTAL SEWERAGE COLL &amp; DISP</b>	<b>\$ 804,000</b>	<b>\$ 813,892</b>	<b>\$ 768,750</b>

\$ 1,523,400 \$ 1,550,892 \$ 1,624,050

<b>FISCAL SERVICES</b>			
28 Interest on Short Term Loans	\$ 25,000	\$ 60,000	\$ 65,000
29 Interest on Long Term Debt- Water	216,522	216,522	218,994
30 Interest on Long Term Debt- Sewer	42,548	42,548	55,182
31 Principal Repayment- Water	386,293	386,293	410,213
32 Principal Repayment- Sewer	65,100	65,100	76,560
	735,463	770,463	825,949
	2,258,863	2,321,355	2,449,999
33 Trf to Reserves - connect fees	125,000	60,000	60,000
34 Trf to Reserves-Dev infrastruc.			
35 Trsfr to Reserve Accts - other	67,000	30,000	80,000
36 Capital Fund	633,000	475,000	600,000
37 Prev Yrs Deficits	163,645	163,645	
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 1,724,108</b>	<b>\$ 1,499,108</b>	<b>\$ 1,565,949</b>

<b>TOTAL EXPENSES</b>	<b>\$ 3,247,508</b>	<b>\$ 3,050,000</b>	<b>\$ 3,189,999</b>
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<b>NET INCOME (LOSS)</b>	<b>\$ 5,892</b>	<b>\$ (0)</b>	<b>\$ 0</b>
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## UTILITY CAPITAL FUND BUDGET 2017 – HIGHLIGHTS

1. Capital Budget totals \$7.2 million;
2. The water budget of \$500,000 includes annual water supply development and tentative projects on Station Road and Hampton Road
3. The sewer budget of \$6,700,000 includes completion of the first phase of the waste water treatment facility upgrades which includes improvements to sewer lines and lift stations and the preliminary design of the treatment facility (subject to external funding).
4. Sewer system allowance includes \$300,000 to upgrade existing lines

# DRAFT, for discussions purposes only

## Town of Rothesay

### UTILITY CAPITAL PLAN - 2017

	2017	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
<b>WATER CAPITAL PLAN - 2017</b>						
Supply development	\$ 150,000				\$ 150,000	-
Hampton Road Watermain (Phase 2)	200,000	200,000			-	
Station Road Watermain	100,000				100,000	
Box and Lifting Davit for RO102	25,000				25,000	
Water tank mixing system	25,000				25,000	
	<u>\$ 500,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ -</u>

### SEWER CAPITAL PLAN - 2017

WWTF Phase 1	\$ 5,000,000	\$ -	\$ 3,333,333	\$ -	\$ -	\$ 1,666,667
Phase 2 design	\$ 1,400,000		\$ 933,333			\$ 466,667
Sewer system improvements	300,000	-		-	300,000	-
	<u>\$ 6,700,000</u>	<u>\$ -</u>	<u>\$ 4,266,667</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,133,333</u>
<b>TOTAL CAPITAL 2017</b>	<b>\$ 7,200,000</b>	<b>\$ 200,000</b>	<b>\$ 4,266,667</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 2,133,333</b>

Carry over of WWTF Phase 1 funded from Build Canada and Debt