

ROTHESAY



Special Council Meeting
By Webex Videoconference
Monday, November 15, 2021
Immediately following a Public Hearing



Public access to the Live stream will be available online:

<https://www.rothesay.ca/town-hall/agendas/>

1. APPROVAL OF AGENDA

2. 2022 Rothesay Operating Budgets

• 2022 General Fund

Highlights	General Operating Fund Budget
10 November 2021	Memorandum from Treasurer MacDonald RE: General Operating Fund Motions
Master Budget	General Operating Budget
10 November 2021	2022 Donation Request Motions

• 2022 Utility Fund

Highlights	Utility Operating Fund
10 November 2021	Memorandum from Treasurer MacDonald RE: Utility Operating Fund Motions
Master Budget	Utility Operating Fund

3. NEXT MEETING

Monday, December 13, 2021 Regular Council meeting (7:00 p.m.)

4. ADJOURNMENT



ROTHESAY

GENERAL OPERATING FUND

Draft BUDGET 2022 – HIGHLIGHTS

1. Total Operating Budget \$20,030,000
2. 9.10% increase in aggregate property tax assessments
3. Decrease the tax rate to \$1.20 per \$100 of assessment – a 4 cent decrease
4. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 5.3%
5. **Protective Services** budgets reflect the submissions from the Fire and Police Boards
6. **Transportation Services** includes costs of snow removal contracts, salt expenditures and wages with no aggregate change in total expenditures
7. **Environmental Health Services** includes garbage collection and disposal and has an increase of approximately 2.4% due to increased tipping fees
8. **Environmental Development Services** includes increase in funding related to Envision
9. **Recreation & Cultural Services** reflect an increase from the 2021 budget of 5.62% to reflect costs including the maintenance of trail infrastructure, regional facilities, parks, etc.
10. **Fiscal Services** includes debt service costs and an increase in the funding of capital projects

Total proposed expenditures by category are as follows:

General Government Services	\$ 2,545,000	12.7%
Protective Services	\$ 5,766,000	28.8%
Transportation Services	\$ 3,759,000	18.8%
Environmental Health Services	\$ 862,000	4.3%
Environmental Development (planning)	\$ 682,000	3.4%
Recreation and Cultural Services	\$ 2,268,000	11.3%
Fiscal Services (P&I)	\$ 972,000	4.9%
Capital Expenditures	\$ 3,000,000	15.0%



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 10, 2021
RE : Motions for 2022 General Fund Operating Budget

The finance committee recommends the following motions:

Motion: General Operating Fund

RESOLVED that the sum of **\$20,030,000** be the total operating budget of the Municipality, that the sum of **\$18,181,510** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2000**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

RESOLVED that the 2022 budget of the Kennebecasis Public Library be approved at \$213,431 and the Rothesay contribution be approved as \$83,217.

RESOLVED that the 2022 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,914,895 and the Rothesay contribution be approved as \$2,360,764.

RESOLVED that the 2022 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$3,021,439 and the Rothesay contribution be approved as \$1,236,747.

RESOLVED that the 2022 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$7,578,498 and the Rothesay contribution be approved as \$3,035,186.

RESOLVED that the Rothesay contribution to the 2022 budget of Envision be approved at \$192,000.

RESOLVED that the Rothesay contribution to the 2022 budget of Saint John Transit Comex bus service be approved at \$74,938.

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
REVENUE			
Warrant of Assessment	16,492,476	17,002,299	18,181,510
Sale of Services	338,629	465,600	419,900
Services to Province of New Brunswick	83,288	60,000	<u>60,000</u>
Other Revenue from Own Sources	312,565	115,260	94,943
Unconditional Grant	128,323	131,193	<u>130,973</u>
Conditional Transfers	551,322	26,500	<u>40,000</u>
Other Transfers	1,216,251	1,082,149	1,102,674
	<u>\$19,122,854</u>	<u>\$18,883,000</u>	<u>\$20,030,000</u>
EXPENSES			
General Government Services	2,266,965	2,416,762	2,545,617
Protective Services	5,428,368	5,439,207	5,765,750
Transportation Services	3,361,327	3,687,492	3,759,551
Environmental Health Services	674,617	842,000	862,000
Environmental Development	509,844	649,200	682,700
Recreation & Cultural Services	1,979,431	2,147,205	2,267,932
Fiscal Services	4,849,628	3,701,134	4,146,450
	<u>\$19,070,180</u>	<u>\$18,883,000</u>	<u>\$20,030,000</u>
Surplus (Deficit) for the Year	<u>\$52,674</u>	<u>\$0</u>	<u>-\$0</u>

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
REVENUE			
Sale of Services			
Bill McGuire Memorial Centre	3,099	20,000	20,000
Town Hall Rent	71,791	73,000	73,000
Boat Club Rent	4,013	4,000	4,000
Fox Farm Rental	14,228	20,400	20,000
<i>Arena Revenue</i>	181,159	265,200	224,900
Community Garden	820	1,000	1,000
<i>Recreation Programs</i>	63,519	82,000	77,000
Total Sale of Services	338,629	465,600	419,900
Other Revenue from Own Sources			
<i>Licenses & Permits</i>	156,638	75,000	55,000
KVFD Admin Penalties	0	0	0
<i>Interest</i>	11,697	14,000	12,000
<i>Miscellaneous</i>			
Miscellaneous Revenue	126,075	8,952	10,435
Recycling Dollies & Lids	761	600	800
History Book Sales	60	0	0
Local Improvement Levy Mulberry Lane	5,333	4,708	4,708
Fire Dept. Administration	12,000	12,000	12,000
	312,565	115,260	94,943
Conditional Transfers			
Canada Day Grant	2,000	1,500	1,500
Grant - Other	549,322	25,000	25,000
	551,322	26,500	26,500
Other Transfers			
Surplus of 2nd Previous Year	99,251	32,149	52,674
Utility Fund Transfer	1,000,000	1,050,000	1,050,000
Transfer from Capital reserve	117,000		
	1,216,251	1,082,149	1,102,674

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
EXPENSES			
General Government Services			
<i>Legislative</i>			
Mayor	36,468	47,000	47,000
Councillors	118,592	136,100	135,100
Regional Service Commission 9	3,597	5,226	6,000
Other	1,825	13,500	12,500
	160,481	201,826	200,600
<i>Administrative</i>			
<i>Office Building</i>			
Office Building	158,687	177,500	181,250
Solicitor	4,213	50,000	50,000
Wages & Benefits	1,048,388	1,090,247	1,160,000
<i>Admin Other</i>			
Admin Other	10,574	17,500	13,818
Covid-19 Expenses	100,722	25,000	25,000
<i>Supplies</i>			
Supplies	94,765	143,398	144,000
Professional Fees	28,814	30,000	35,000
<i>Other</i>			
Other	150,557	126,498	116,110
	1,596,720	1,660,143	1,725,178
Other General Government Services			
<i>Community Communications</i>			
Community Communications	835	10,000	10,000
<i>Civic Relations</i>			
Civic Relations	326	1,000	1,000
<i>Insurance</i>			
Insurance	194,165	223,290	256,784
<i>Donations</i>			
Donations	20,448	34,000	36,500
<i>Cost of Assessment</i>			
Cost of Assessment	258,027	266,003	293,934
<i>Property Taxes - L.P.P.</i>			
Property Taxes - L.P.P.	16,469	18,000	17,622
<i>Fox Farm Rental Expenses</i>			
Fox Farm Rental Expenses	19,493	2,500	4,000
	509,763	554,793	619,839
	2,266,965	2,416,762	2,545,617

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
Protective Services			
Police			
Police Protection	2,698,645	2,802,204	3,035,186
Crime Stoppers	2,800	2,800	2,800
	<u>2,701,445</u>	<u>2,805,004</u>	<u>3,037,986</u>
Fire			
Fire Protection	2,227,401	2,262,703	2,360,764
Water Costs Fire Protection	325,000	330,000	330,000
	<u>2,552,401</u>	<u>2,592,703</u>	<u>2,690,764</u>
Emergency Measures			
911 Communications Centre	156,755	0	0
EMO Director/Committee	879	20,000	20,000
	<u>157,634</u>	<u>20,000</u>	<u>20,000</u>
Other			
Animal & Pest Control	6,264	9,500	5,000
Other	10,625	12,000	12,000
	<u>16,889</u>	<u>21,500</u>	<u>17,000</u>
Total Protective Services	5,428,368	5,439,207	5,765,750

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
Transportation Services			
Common Services			
Administration	1,688,206	1,835,500	1,873,000
Workshops, Yards & Equipment	639,986	654,000	679,413
Engineering	4,738	7,500	5,000
	2,332,931	2,497,000	2,557,413
Roads & Streets	60,564	50,000	55,000
Crosswalks & Sidewalks	14,018	19,992	20,200
Culverts & Drainage Ditches	80,167	65,000	60,000
Street Cleaning & Flushing	16,687	44,000	45,000
Snow & Ice Removal	507,392	651,500	667,000
	678,828	830,492	847,200
Street Lighting	152,537	130,000	145,000
Flood Costs	32,217	40,000	15,000
Traffic Services			
Street Signs	17,028	12,000	12,500
Traffic Lanemarking	27,513	30,000	40,000
Traffic Signals	23,952	40,000	40,000
Railway Crossing	19,368	22,000	25,000
	87,861	104,000	117,500
Public Transit - Comex Service	71,201	83,500	74,938
Public Transit - Other	1,752	2,500	2,500
KV Committee for the Disabled	4,000	0	0
	76,953	86,000	77,438
	3,361,327	3,687,492	3,759,551

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
Environmental Health Services			
Solid Waste Disposal Land Fill garbage	212,853	200,000	210,000
Solid Waste Disposal Landfill Compost	76,611	34,000	36,000
Solid Waste Collection Fero	278,656	568,000	571,000
Solid Waste Collection Curbside Recycling	59,028	0	0
Clean Up Campaign	47,469	40,000	45,000
	674,617	842,000	862,000
Environmental Development Services			
Planning & Zoning	407,727	466,500	460,000
Administration	0	25,000	25,000
Planning Projects	0	2,500	2,500
Heritage Committee	407,727	494,000	487,500
Economic Development Comm.	98,988	152,000	192,000
Tourism	3,129	3,200	3,200
	102,117	155,200	195,200
	509,844	649,200	682,700

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
Recreation & Cultural Services			
<i>Administration</i>	279,173	339,800	392,525
<i>Beaches</i>	36,384	50,636	51,000
<i>Rothesay Arena</i>	263,347	315,000	383,000
<i>Parks & Garden</i>	625,126	657,476	693,300
<i>Playgrounds & Fields</i>	112,218	124,000	134,000
<i>Memorial Centre</i>	56,225	76,000	72,988
<i>Summer Programs</i>	63,086	62,824	61,800
<i>Special Events</i>	7,432	39,500	40,000
	1,442,992	1,665,236	1,828,614
<i>Kennebecasis Public Library</i>	84,747	88,844	83,217
<i>Regional Facilities Commission</i>	451,692	393,125	356,102
<i>Rothesay Living Museum</i>	0	0	0
	536,439	481,969	439,319
	1,979,431	2,147,205	2,267,932

Town of Rothesay

	ACTUAL 2020	BUDGET 2021	BUDGET 2022
Fiscal Services			
Debt Charges			
<i>Interest</i>	201,398	182,134	187,450
Debtenture Payments	778,000	804,000	784,000
	<u>979,398</u>	<u>986,134</u>	<u>971,450</u>
Transfers To:			
Capital Fund for Capital Expenditures	3,161,980	2,715,000	3,000,000
Capital Projects Funded by Grants	483,250	0	0
Reserve Funds	0	0	0
Transfers to Reserves	225,000	0	175,000
	<u>3,870,230</u>	<u>2,715,000</u>	<u>3,175,000</u>
	4,849,628	3,701,134	4,146,450



UTILITY OPERATING FUND Draft BUDGET 2022 HIGHLIGHTS

1. Total Revenue \$3,640,000
2. Revenue from sale of water of \$1,127,500 includes no increase in rates (base water rate - \$1.18 per cubic metre and \$205 per annum fixed fee)
3. Revenue from sewerage services \$1,860,000 includes an increase of \$10 to an annual base rate of \$410 per equivalent user per year
4. Total operating expenses, including debt service charges increased to \$2,860,000

- Expenses:

Water Supply	\$ 1,111,500
Sewer Collection and Disposal	925,500
Fiscal Services	<u>823,000</u>
Total	<u>\$ 2,860,000</u>

- Revenue:

Sale of Water	\$ 1,127,500
Sewerage services	1,860,000
Other Revenue	<u>652,500</u>
	<u>\$ 3,640,000</u>



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 10, 2021
RE : Motions for 2022 donations requests

The finance committee recommends the following motions:

RESOLVED that the following 2022 funding requests be approved as follows:

Rothesay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in kind

RESOLVED that the 2022 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

RESOLVED that the 2022 funding request from KV Oasis will not be funded.

RESOLVED that the 2022 funding request from NB Medical Education Foundation be approved in the amount of \$5,000.

RESOLVED that the 2021 funding request from Symphony NB will not be funded.

RESOLVED that the 2022 funding request from the Saint John Regional Hospital Foundation be approved in the amount of \$1,000.

RESOLVED that the 2022 funding request from the Saint John Cycling Club will not be funded.



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 10, 2021
RE : Motions for 2022 Utility Fund Operating Budget

The finance committee recommends the following motions:

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,640,000 and total expenditures of \$3,640,000

Motion:

RESOLVED that the Sewer Service Charge (Section 9) in schedule "B" of by-law 1-15 be \$410.00 per equivalent user unit.

Town of Rothesay

2021 November 15 Special Session Budget FINAL_015

2022 UTILITY OPERATING FUND BUDGET

	2020 Y/E Actual	2021 Budget	2022 Budget
REVENUE			
1 Sale of Water	\$ 1,058,367	\$ 1,127,500	\$ 1,127,500
2 Water Connection Fees	64,025	45,000	45,000
Development infrastructure-Water			
3 Meter and Non-Hookup Fees	53,531	47,200	50,000
4 Water Supply for Fire Protection	325,000	330,000	330,000
5 Sewerage Services	1,657,517	1,800,000	1,860,000
6 Sewer Connection Fees	33,700	25,000	35,000
7 Infrastructure grants	383,079		
8 Interest Earned	103,948	80,000	80,000
9 Transfer from operating reserve			
10 Prior Years surplus	80,211	34,573	48,620
11 Local improvement levy	60,408	62,000	59,000
12 Misc Revenue	5,800	16,727	4,880
TOTAL REVENUE	\$ 3,825,587	\$ 3,568,000	\$ 3,640,000

EXPENDITURES

WATER SUPPLY			
13 Share of Overhead Expenses	400,000	420,000	420,000
14 Profess. Fees/Legal/Training	7,701	12,500	17,000
15 Purification/Treatment	419,082	420,000	487,500
16 Water Purchased	1,176	750	1,000
17 Trans/Distribution	141,160	130,000	120,000
18 Power & Pumping	48,567	42,000	44,000
19 Billing and Collections	2,941	-	5,000
20 Other Expenses	17,344	15,000	17,000
TOTAL WATER SUPPLY	\$ 1,037,971	\$ 1,040,250	\$ 1,111,500

SEWERAGE COLLECTION AND DISPOSAL			
21 Share of Overhead Expenses	600,000	630,000	630,000
22 Profess. Fees/Legal/Training	10,477	14,500	11,000
23 Collection System	111,898	84,000	99,000
24 Lift Stations	38,783	70,000	56,000
25 Treatment/Disposal	93,163	92,000	93,500
26 Other Expenses (study)	12,139	33,000	36,000
TOTAL SEWERAGE COLL & DISP	866,460	923,500	925,500

\$ 1,904,431 \$ 1,963,750 \$ 2,037,000

FISCAL SERVICES			
27 Interest on Short Term Loans	4,081		5,320
28 Interest on Long Term Debt- Water	206,321	165,441	<u>156,300</u>
29 Interest on Long Term Debt- Sewer	90,674	146,375	<u>131,570</u>
30 Principal Repayment- Water	364,796	312,324	<u>322,440</u>
31 Principal Repayment- Sewer	118,340	208,033	<u>207,370</u>
32 New Debenture	-	2,077	-
33	784,212	834,250	823,000
34			
35 Trf to Reserves - connect fees	103,411	70,000	80,000
36 Trf to Reserves-Dev infrastruc.			
37 Trsfr to Reserve Accts - other			
38 Capital Fund	984,914	700,000	700,000
39 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,872,537	\$ 1,604,250	\$ 1,603,000

TOTAL EXPENSES	\$ 3,776,968	\$ 3,568,000	\$ 3,640,000
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NET INCOME (LOSS)	\$ 48,620	\$ (0)	\$ -
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