



# Rothesay 2021 Annual Report



This is the Annual Report of the  
corporation of the town of Rothesay  
for the 2021 fiscal year (January 1 to December 31)

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June 2021

Dear Mayor Grant & Council:

Re: 2021 Annual Report

I am pleased to present the Annual Report of the business of the Town for 2021 prepared in accordance with New Brunswick Regulation 2018-54 under the Local Governance Act. Attached to this report are the audited financial statements that show the Town has operated with surplus in both the general and utilities funds.

Covid remained an ever-present challenge in 2021. Communicable disease policies heavily influenced by public health measures meant ongoing changes to how town employees conducted their tasks. At various times during the year events and access to town facilities were affected. Council, staff and those providing contracted services adapted to these conditions and maintained a high level of services during the year.

Despite challenges in conducting public meetings through video conferencing a new 10-year municipal plan was adopted. This has led to proposals for several significant multifamily residential projects which on completion will significantly increase the rental accommodation in the community and feature affordable and accessible components not previously available. The summer of 2021 also brought an announcement of significant funding from other orders of government for a wastewater treatment plant to be developed at Sagamore Point.

Municipal reform was a major focus during 2021. While the provincial government has not made any changes to the territorial extent of the town, Rothesay will be significantly affected by an expansion in the mandate of the Fundy Regional Service Commission. With cost sharing for regional services based on relative tax base, town taxpayers can expect regional costs to be reflected in the town tax rate in future years.

I want to express my appreciation to you, Mayor Grant, the Council and indeed the community for support and tolerance as town staff coped with the pandemic challenges. I also want to thank Rothesay staff and contractors who together have "carried on" with a minimum of disruption and with general good nature.

We look forward to 2022 with guarded optimism and assure you we will do our best to ensure town property owners receive the services they rightfully expect.

Yours truly,

John Jarvie, MCIP, RPP  
Town Manager

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# Rothesay

## 2021 Annual Report

### ANNUAL REPORT

#### 1. INTRODUCTION

On January 1, 2018, Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past but this report differs in that it is designed to be in conformance with this legislation. A copy of the new regulation is found in the Appendices to this Report.

#### 2. THE COMMUNITY

In September 2021, former lieutenant-governor Graydon Nicholas was asked to create a land acknowledgment for the town and the Council adopted to begin all of its council meetings with the reading of the following Indigenous land acknowledgment:

Rothesay Land Acknowledgement - The land acknowledgment recognizes that Rothesay exists on the traditional lands of the Wolastoqiyik / Wəlastəkewiyik / Maliseet and Mi'kmaq / Mi'kmaw whose ancestors along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peach and Friendship Treaties with the British Crown in the 1700s.

The town also acknowledges the United Nations Declaration of the Rights of Indigenous Peoples and endorses the Calls to Action of the Truth and Reconciliation Commission.

Rothesay is a long established residential community in southern New Brunswick and celebrated its 150<sup>th</sup> anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,600.

The town motto, "*Quinque Iuncta In Uno (Five United In One)*", represents the strength and unity of our municipality and the joining together of the five founding communities. The Municipal Flag for Rothesay represents the first of its kind in Canada. By permission of the New Brunswick government, the provincial flag, adopted in 1965 on the authority of Queen Victoria's Warrant of 1868, occupies the topmost part (the hoist) of the municipal flag. The Coat of Arms occupies the fly.

Rothesay's current population, based on the 2020 Statistics Canada Census, is 11,977, a small increase from the 2016 count. This population was distributed amongst 4,875 households, 75% of which occupied single detached housing with an average size of 2.4 persons.

Rothesay is part of the Fundy Regional Service District, which is composed of nearby municipalities and local service districts centered on the mouth of the St. John River.

### 3. GOVERNANCE

An eight-person Council with Dr. Nancy Grant as Mayor provides for the governance of the Town. The attendance of Councillors and monies they received from the Town are set out in Appendices C & D. *Due to COVID-19, no pictures of the new council were taken.*

Municipal Elections were held May 10, 2021

#### COUNCIL MEMBERS

The Rothesay Council includes:

- **Mayor Dr. Nancy Grant**
- **Deputy Mayor Dr. Matthew Alexander, Ph.D.**

and Councillors:

- |  |   |
|--|---|
| • <b>Tiffany Mackay French</b>             | • <b>Peter J. Lewis</b>                   |
| • <b>Bill McGuire</b>                      | • <b>Don Shea</b>                         |
| • <b>Dave Brown</b><br>(Elected May 2021)  | • <b>Grant Brenan</b><br>(until May 2021) |
| • <b>Helen Boyle</b><br>(Elected May 2021) | • <b>Miriam Wells</b><br>(until May 2021) |

#### COUNCIL MEETINGS

Rothesay Council meetings are typically held the second Monday of the month at 7 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online:

<https://www.rothesay.ca/council-minutes/>

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68) when the subject matter generally relates to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation

and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters.

COVID-19 Pandemic declared 13 March 2020 (World Health Organization)

During the COVID-19 pandemic, by resolution of Council, meetings were held by videoconference (January to July) and livestreamed to the Rothesay YouTube channel. Meetings were held in person June 14 (Oath of Office ceremony), August 9<sup>th</sup> and September 13<sup>th</sup> and continued to be livestreamed to YouTube. Meetings returned to being held by videoconference on October 12, 2021, with livestreaming.

Meetings held by videoconference: January – July, October – December  
 Meetings held in person: June 14<sup>th</sup> – Oath of Office, August 9,  
 September 13

### **COMMITTEES OF COUNCIL (2021)**

Council receives advice from ten committees, several of which include volunteers from the community.

- EMO Committee
- Finance Committee
- Nominating Committee
- Parks and Recreation Committee
- ~~Rothesay Hive Advisory Committee~~  
*(Age Friendly Advisory Committee August 2021)*
- Personnel Committee
- Planning Advisory Committee
- Rothesay Heritage Preservation Review Board
- Works and Utilities Committee
- Climate Change Adaptation Committee (December 2021)



## 4. ADMINISTRATION



The Rothesay Town office is open Monday through Friday from 8:00 am to 4:30 pm, except civic holidays. The office is closed from noon to 1:00 pm. The main telephone line (848-6600) is answered 7/24 for service requests and urgent matters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 517 service requests responded to in 2021 with the most frequent being related to general drainage issues, potholes, water meter readings and lateral locates.

Rothesay has a diverse workforce with both unionized and non-unionized employees. Unionized employees at Rothesay are represented by the Canadian Union for Public Employees (C.U.P.E). At the end of 2021, Rothesay had 45 permanent employees (including 20 members of the bargaining unit).

In 2021, the COVID-19 Pandemic continued to present several challenges for the Town. As vaccinations became widely available to the general population, Rothesay was able to loosen some COVID-19 restrictions.

The pace of recruitment activity remained steady in 2021.

With an aging workforce, a top priority for Human Resources in the years ahead will be to focus on succession planning in an effort to identify and develop new leaders for future leadership roles within the organization.

**Mary Jane Banks is the Director of Administrative Services and the Town Clerk.**



## 5. PROTECTIVE SERVICES

### A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression and some fire prevention and education services throughout the two Towns. Located on Campbell Drive in Rothesay, the Department responds to many medical emergencies in cooperation with Ambulance New Brunswick. In 2021, there were 454 calls for service in Rothesay, which was up from 2020 where there were 436. Included in the 454 calls were 5 rescue or resuscitation calls, and 21 involving fire or explosion resulting in financial losses to the property owner. The Department consists of forty firefighters, including 12 company officers, including senior firefighters, lieutenants and captains. The management team consists of one Fire Chief and one Deputy Chief, two Division Chiefs and an Executive Assistant to the Chief and a Finance Administrator. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. Rothesay paid \$2.25M or 40.74% of the Department's operating costs in 2021. Details about the Fire Department are on its website:

<http://kvfire.ca>

**The Fire Chief is Michael Boyle, BIS, ECFO**



### B. POLICE

The Kennebecasis Regional Police Force (KRPF), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The Force has an approved strength of 42 officers and employs six civilian staff. In 2021, Rothesay had 2,104 calls for service.

Rothesay's share (40.08%) of the annual budget for policing was \$2.8M in 2021 with an additional \$30,000 allocated to extraneous costs in 2021.

Oversight of the KRPF is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

**The Police Chief is Steve Gourdeau**





### **C. EMERGENCY PREPAREDNESS**

During 2021, Rothesay continued to work on its emergency preparedness including new requirements brought on by COVID-19. A Provincial State of Emergency imposed restrictions on use of Town facilities and meant modifications to normal operating procedures.

Flooding season came and went without the requirement for sand bagging and the cleanup associated with the spring freshet of the last two years. The spring freshet again brought high water but fortunately no flooding. Town staff adjusted the distribution of sandbags while factoring in the Coronavirus. Messaging was made to prevent to ensure residents were not fatigued by the news cycle. Social-distancing and mask use were considered when deploying and retrieving 7500 sandbags from the flood risk properties.

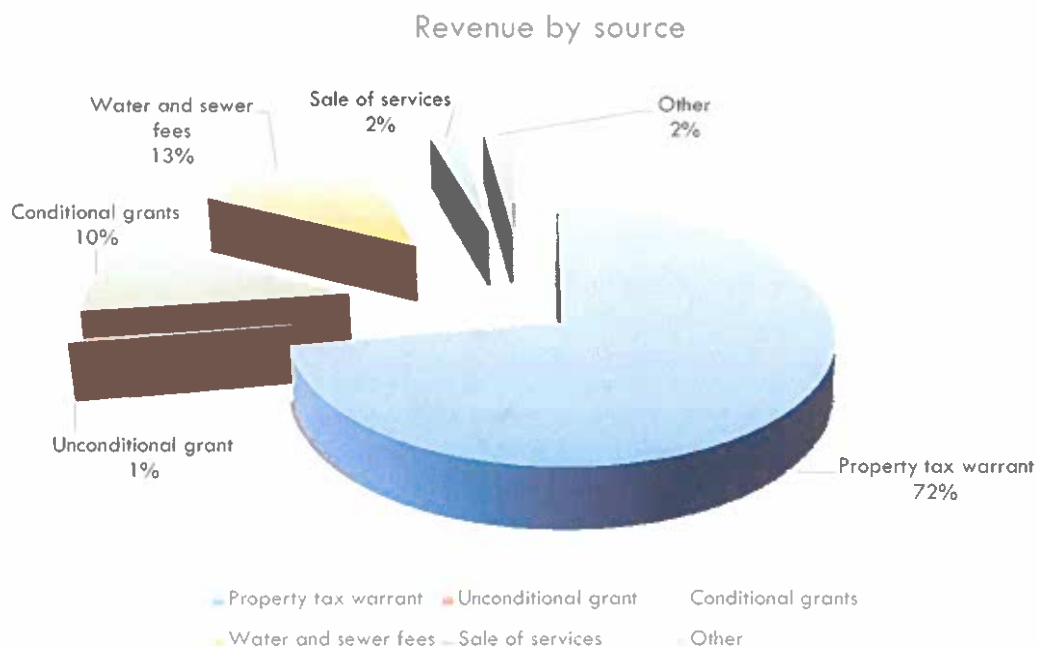
Efforts were made to make the town more resilient to the risk of flooding by raising the elevation of Maliseet Drive at Malabean Lane and Pickett Lane.



## 6. FINANCE

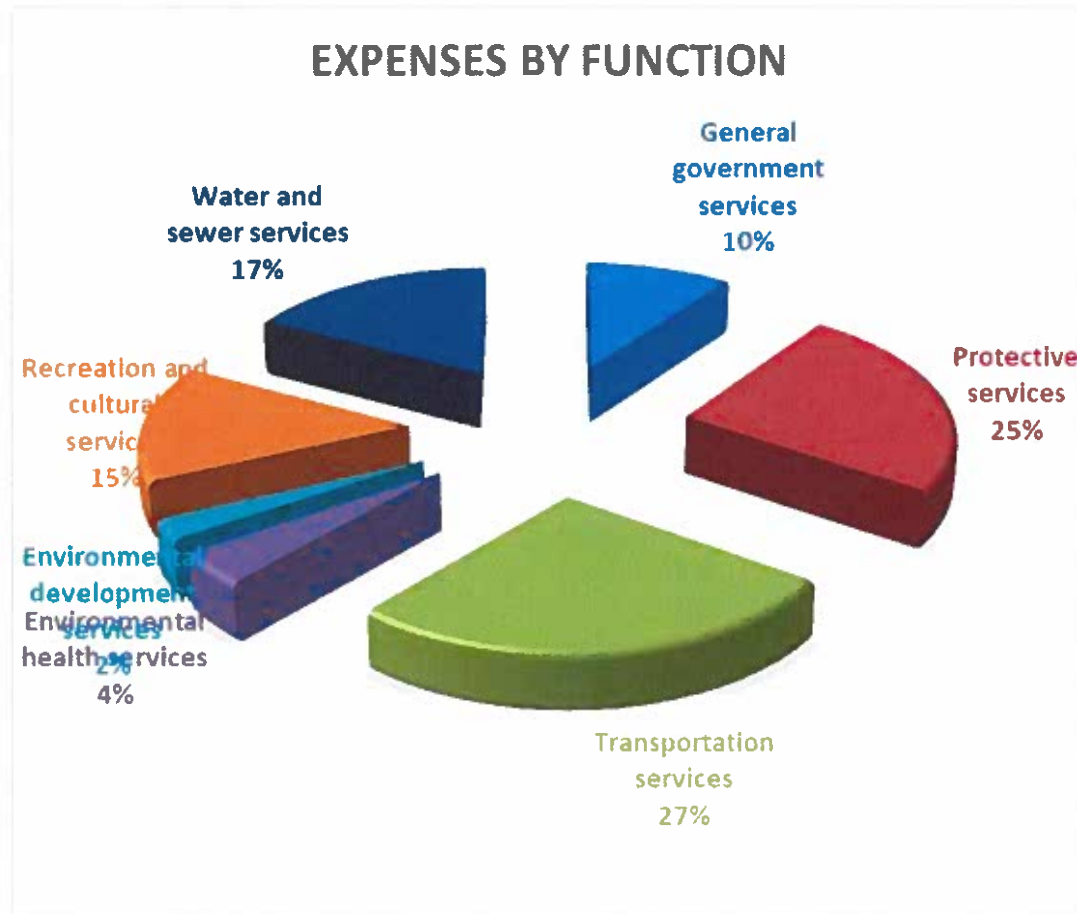
The Town finished the 2021 fiscal year with a general fund surplus of \$274,070 and in the utility account \$41,757. These will be brought into budgets in 2023. During the year, the Town retired \$1.379M of debt. No new debt was incurred during 2021 however debentures in the amount of \$800,000 and \$1.25 million are expected in 2022 to finance utility and protective service projects respectively. The Town's current debt is approximately \$814 per capita and debt service costs are 4.95% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality's annual expenditures in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines with utility debt service costs of 22.52%. That debt is repaid through utility charges.

The Town donated \$35,197 to various groups and good causes in 2021; none of these were for economic development purposes. A list of the donations are found in Appendix A.



The total tax base of the municipality for the purposes of setting the tax rate was \$1.371B. The tax rate for 2021 was \$1.24 per hundred dollars of assessment. Assessments are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per hundred to the property owner and an equal amount paid by the Town. Six percent of the tax base is made up of non-residential properties that were taxed at a rate of \$1.815 + the \$2.27 Provincial rate.

Utility rates for the fiscal period were as follows: Water cost was \$1.18/m<sup>3</sup> plus a fixed cost of \$51.25 per quarter. The annual sewer charge was \$400 in 2021 for a single-family house. Business and multi-family buildings pay by size of the service connection to the Town system.



The total operating expenditures and debt service costs of the Town were \$18.6M. Rothesay paid \$156,128 in Provincial property tax in 2021 as well as HST to the Province of approximately \$550,000. The Provincial Government transferred \$131,193 which represents 16¢ of the \$2.27 provincial tax rate paid by non-residential property in the town (\$9.96/capita). On average, municipalities with populations of more than 10,000 received \$101 per person in equalization; Rothesay received none.

The audited financial statements of the Town are found in Appendix F.

**Doug MacDonald is the Town Treasurer.**

## 7. PARKS & RECREATION

### A. RECREATION

The Town maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross-country ski trails.

Rothesay Recreation Department provides numerous program opportunities for its citizens throughout the year. Facilities include the Rothesay Arena, Bill McGuire Centre, Rothesay Common, Rothesay Hive, and the Wells Recreation Building. Through the summer months, the Recreation Department offers summer programs from various locations within the community. Highlights for Rothesay Recreation in 2021 included the return of the popular Concert on the Common summer series, Sunset Yoga sessions and the KV Santa Claus Parade.



Despite COVID-19, it was a successful 2021 Fundy Winterfest in Rothesay. Our usual programs were adapted to be able to occur during any phase (Yellow / Orange / Red) of the COVID-19 Plan. Warm-Up to Winterfest was conducted virtually as a Facebook Event with videos, information, and posts from each wellness organization, the giveaway was also hosted on the Facebook event which reached over 10,000 people. The communities of Saint John, Rothesay and Quispamsis partnered to create the “Fundy Winterfest Community Gems Hunt” mobile application. This application can be used to visit 30 community gem locations (10 in Rothesay) for a virtual treasure hunt. As of April 1, 2021 the application had 539 downloads on the Google Play Store and Apple App Store. The communities also partnered on a Frozen Moment Photo Contest that received 53 photo entries from within the municipalities of Saint John, Rothesay, Quispamsis, and Grand Bay-Westfield. The winning photo received 219 likes. As for Rothesay Winterfest Events, the 2021 Rothesay Winter Speaker Series was held virtually in partnership with Go Ahead Seniors and the Rothesay Hive. There were seven speaker sessions that were shared onto the Rothesay HIVE Facebook group, with a combined viewing total of: 444 views. We also held a Rothesay Snowfolk Making Contest sponsored by River and Trail Outdoor Company. We received 5 excellent entries into the contest. Rothesay teamed up with Magical Memories Princess Parties for a Valentine’s themed Facebook Live event. Over 800 people watched the live event to make Valentine’s Day cards, paper snowflakes, and get active with the Snow Queen.

The Summer Playground Program was once again restructured to the Day Camp Program to meet the requirements from Public Health during the pandemic. As a result, the Day Camp Program began with three groups of 15 campers each week. As the summer went on and COVID-19 restrictions were lifted, the number of kids in each group increased. Two of the groups operated out of the Bill McGuire Centre and the third group was at the Wells Recreation Site. Day Camps were organized on a weekly registration with the lunch hour being offered. All public health guidelines were followed, and there were no field trips or beach days. Although there were many new rules to follow, campers and camp counselors were able to adapt and have a fun-filled summer.

Amid COVID-19, both K-Park and Renforth Beaches were open and guarded. The Town was able to hire seven lifeguards and have two fill-in guards available. The beaches were busy, however people were respectful of the COVID-19 social distancing rules. There were no swimming lessons offered due to the pandemic.

It was a successful community garden season and the garden's practices were adapted to meet the COVID-19 requirements, including a plot schedule (even and odd numbered plots alternate gardening days), sanitization, prescreening posters, and shared tools were not provided. A new Halloween event was held at the Rothesay Arena where participants were invited to come for a free public skate and dress up in their favorite costume.

The 23rd Annual KV Santa Claus Parade took place along Hampton Road on Saturday, November 27th. The Parade Committee put a lot of time and effort in to making the parade as safe as possible for participants and spectators. In addition to all of the standard parade rules and regulations, physical distancing and masks were mandatory for participants and strongly encouraged for spectators. The parade was also live streamed on Facebook for anyone who preferred to watch from the comfort of their own home. The Facebook video of the parade has over seven thousand views. An estimated 10,000 spectators lined Hampton Road to watch the parade after a year hiatus.

As the year ended and COVID-19 was still amongst us. The 7th Annual Mayor's Tree Lighting event at the Rothesay Common was cancelled due to the public health situation at the time. Rather than an in-person event, Rothesay videotaped the tree at the Rothesay Common lighting up for the 2021 Holiday Season, which has 959 views.

During the majority of 2021, the Rothesay Hive was operating at a reduced capacity to follow the COVID-19 requirements. Despite that, the Rothesay Hive was able to offer a wide variety of programs, services, and activities throughout the year, including: 2021 Winter, Spring and Fall Virtual Speaker Series, Mindful Moments Video Series, Physical Fitness Classes, June 1 Intergenerational Celebration, Free Outdoor Physical Fitness Classes for Participaction Community Better Challenge, Holiday Craft Session, Book Club, Coffee & Chats, and more. In September of 2021, the Rothesay Recreation

Department took over coordinating the Renforth Seniors Exercise Classes at the Bill McGuire Centre which has up to 30 older adult participants taking part in the classes on Mondays and Wednesdays.

**B. PARKS**

Rothesay maintains a network of parks and green spaces with major highlights such as the Rothesay Common, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Wharf Park and smaller gems such as Dobbin Park and 150 Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross-country ski trails.

The new baseball field at Wells Recreation Park was a major expenditure in 2021 as the construction was underway and expecting playable in late 2022.



The construction of a 120-foot boardwalk along the McKeever Lake trail.

Expanding grooming of winter trails to include East Riverside – Kingshurst Park and Hill Side trails.

The Marigold Project – All three elementary schools in Rothesay participated. Over 250 children took part in growing Marigolds from seeds and planting them around Rothesay.

The u18AA Baseball Atlantic were held at Bicentennial field.

**Parks**

**Rothesay Parks & Trails**

**Trails**

<b>The Rothesay Common</b>	Well’s Trail
<b>East Riverside-Kingshurst Park</b>	Hillside Trail
<b>Steele-Kennedy Nature Park</b>	Bicentennial Trail
<b>Wells Recreation Park</b>	The Bishop’s KPark Trail
<b>Renforth Wharf Park</b>	
<b>Jordan Miller Park</b>	
<b>Stuart Dobbin Park</b>	
<b>150 Anniversary Park</b>	

**Charles Jensen is the Director of Recreation and Parks.**

### **C. LIBRARY**

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building at 1 Landing Court in Quispamsis is maintained by the two towns cost-shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick. The original library opened its doors in 1984 and was enlarged and renovated in 2013 at a total project cost of just under \$6M. Rothesay's share 2021 operating cost \$86,000 (39% of the total cost). More information on the Kennebecasis Public Library can be found on Facebook:

<https://www.facebook.com/kennebpl>



The Acting Library Director is Norah Emerson.

### **D. LIVING MUSEUM**

The Rothesay Living Museum is a partnership with the Rothesay High School designed to protect and maintain memorabilia and artifacts from the five founding communities of the Town. It is operated by a volunteer committee that has collected stories of a number of prominent citizens in written and audio forms. It has also sponsored the publication of a book and several special events. The past year was a relatively quiet one for the Living Museum but it remains a repository for Town history and an opportunity for youth in the community to gain an appreciation for how we came to be.

## **S. PLANNING AND DEVELOPMENT**

### **A. BUILDING PERMITS**

In 2021, Rothesay issued 32 Development Permits and 202 Building Permits.

The total 2021 Value of Construction was \$9,781,945.23 being an increase of \$9,968,303.77 from 2020. Rothesay generated \$73,531 in permit fees resulting from all issued development and building permits.

### **B. BY-LAW ENFORCEMENT**

In 2021, the majority of by-law enforcement activity was focused on the animal control by-law specifically related to dog bites, barking, and nuisance as well as backyard chickens. Several major issues do stand out during 2021 such as a complaint from a neighbour who believes the Town of Rothesay should require a fence around a “man made pond” on their neighbour’s property in Wells. Lawyers for Rothesay reviewed the issue and stated that the town does not have any obligation to ensure the pond is fenced, and absent extenuating circumstances, the Town would not be liable if someone entered the private property and was harmed. Staff also received complaints from residents regarding the use of fireworks in their neighbourhoods. Rothesay currently has a By-law 4-03 – Rothesay Nuisance By-law that states “No person shall detonate fireworks unless authorized by the Chief of Police and the Fire Chief”. Staff have directed residents that the use of fireworks should be reported to the Kennebecasis Regional Police Force and that reporting the incidents the morning after are very difficult to investigate.

	Zoning By-Law	Unightly Premises	Building By-Law	Signage	Animal Control	Civic Complaint	Noise Complaint / Fireworks
<b>2021</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>4</b>

### **C. PLANNING**

Rothesay PAC met 11 times in 2021 with several major projects under consideration such as the 48-unit apartment building off Chapel Road, and two 48 unit 6 story apartment buildings off Holland Drive. The major achievement in 2021 was the Council adoption and enactment of the Rothesay’s Municipal Plan.

### **D. HERITAGE PRESERVATION BOARD**

The Heritage Board meet just once in 2021 granting a Heritage permit to allow for the construction of a metal fence at the side exit and basement entrance of the Parish Hall of St. Paul’s Church.

**Brian White is the Director of Planning & Development.**



## 9. PUBLIC WORKS

In 2021, the Public Works Department recorded 2,408,300 kg of salt/sand mixture that was placed by monitored equipment during road maintenance activities. In preparation for possible spring flooding 7500 sandbags were received and deployed to residents, then collected and placed in safe storage for future use. Intelligent speed radar signs were placed at Common (static), Sierra, Crestwood, Frances, Anna, Charles, Ryan, Monaco.

The Department saw a busy year where 42 culverts were repaired or replaced, 5 weeks of flushing work was completed within the existing storm sewer system and 21 related replacement or repairs were made to associated catch basins and manholes.

There were 190m of new waterline installed along Maliseet Drive.

Underground ducts were installed along Sierra Avenue to facilitate the installation of additional streetlights.

Works staff installed 13 new signposts to replace aging ones.

Works staff also hand-placed 420 tons of asphalt to repair potholes.

Staff responded to 163 Service Requests in 2021 and broken down in the table below.

Catch basins	7
Culverts	42
Ditches	15
Drainage	14
General Drainage	12
General Transportation	20
Potholes	26
Signs	13
Plow Damage	6
Street Cleaning	5
Streetlight	3

In 2021, the following infrastructure work was completed:

- 904 m of new barrier curb installed
- 845 m<sup>2</sup> of new concrete sidewalk installed
- 8,415 tons of new asphalt placed as follows:
  - Cove Crescent
  - Edie Drive
  - Fox Farm Road
  - Jordan Lane

- Arena Parking Lot
- French Village Road
- Highland Avenue
- Wharf Road
  - Highland Avenue – second phase
  - Sunset Lane – turnaround created on cul de sac
  - McGill Road
  - Cove Crescent – second phase
  - Dofred Road – full depth rebuild
  - Parkdale Avenue
  - First Street
  - College Hill Road
- Spruce Street signalization at Clark intersection and extension to Lennox Drive
- Portions of road raised on Pickett Lane and Maliseet Drive for flood access
- 375m of 200mm sewer line replaced on Highland Avenue
- 417m of 200mm watermain replaced on Highland Avenue
- Large scale repair completed on waterline in Hastings Cove on Elizabeth Parkway
- Pump Station associated with Turnbull Court Sewer system upgrade



## 10. UTILITIES

### A. WATER

In 2021, the Rothesay treatment plant at Carpenter Pond withdrew 666,081 m<sup>3</sup> of raw water from the well network to produce 633,079 m<sup>3</sup> of drinking water for distribution. With 11 new water connections and 20 new sewer connections, production was high.

The following are the performance results for the three Town wastewater treatment lagoons for 2021.

Lagoon	Treated Volumes (m <sup>3</sup> )	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
<b>KPARK</b>	159,943	22	26.75
<b>RENFORTH</b>	193,121	5	11.25
<b>FAIRVALE</b>	2,233,920	18.5	21.2

**Brett McLean is the Director of Operations including both Works and Utilities.**

## II. APPENDICES

### A. DONATIONS

RECIPIENT	TYPE	FORM	AMOUNT \$	PURPOSE
KV3C	grant	In kind	2,500	Use of space in McGuire Centre
NB Medical Education Trust	grant	cash	5,000	Support for medical education
KV Food Basket	grant	cash	250	To offset operating cost
KV Food Bank via Quispamsis	grant	cash	3,746.81	To offset rental cost
St Joseph's Hospital Fdn	grant	cash	1,000	Support for regional medical services
YMCA (four of five)	grant	cash	1,000	Regional YMCA capital campaign
Rothsay High School	grant	cash	1,000	Student scholarship
KV Oasis Youth Centre	grant	cash	2,500	To offset operating cost
Saint John Theatre Co.	grant	cash	2,000	To offset operating cost
Symphony N.B.	grant	cash	2,500	To offset operating cost
Junior Achievement N.B.	grant	cash	300	To offset operating cost
Make a Wish Canada	grant	cash	500	To support programs
Compassionate Grief Centre	grant	cash	1,000	To support programs
SJ Regional Hospital Foundation	grant	cash	500	To support programs
Empty Stocking Fund	grant	cash	500	To support donations
Hestia House	grant	cash	200	To support programs
First Steps Housing	grant	cash	250	To support programs
Alzheimer's Society of N.B.	grant	cash	150	To support programs
Kennebecasis Crimestoppers	grant	cash	2,800	To offset operating cost
Pro-kids Saint John	grant	cash	7,500	To offset administrative costs

TOTAL

\$35,196.81

**B. COUNCIL ATTENDANCE 2021**

Legend		Open	Closed Mtg/ Working	Mayor Nancy Grant	DM Matt Alexander	Counc. Grant Brennan	Counc. Peter Lewis	Counc. Tiffany Mackay French	Counc. Bill McGuire	Counc. Don Shea	Counc. Miriam Wells	Counc. Helen Boyle	Counc. Dave Brown
Present	Absent												
Jan 11	√											N/A	N/A
Feb 8	√											N/A	N/A
Mar 8	√											N/A	N/A
Apr 12	√											N/A	N/A
May 10 (election)													
Jun 14 Oath of Office	√					N/A					N/A		
Jul 12	√					N/A					N/A		
Aug 9	√					N/A					N/A		
Aug 16 Hearing	√				*COI	N/A					N/A		
Aug 16 Sp. Mtg.	√				*COI	N/A					N/A		
Sep 13	√					N/A					N/A		
Oct 12	√					N/A					N/A		
Oct 18 Sp. Mtg.	√					N/A					N/A		
Oct 25 Sp. Mtg.	√					N/A					N/A		
Nov 8	√					N/A					N/A		
Nov 15 Hearing	√					N/A	*COI				N/A		
Nov 15 Sp. Mtg.	√					N/A					N/A		
Dec 13	√					N/A					N/A		
Jan 11			√									N/A	N/A
Feb 8			√									N/A	N/A
Mar 8			√									N/A	N/A
Mar 25			√									N/A	N/A
Apr 12			√									N/A	N/A
Jun 14			√			N/A					N/A		
Jun 21			√			N/A					N/A		
Jul 12			√			N/A					N/A		
Jul 26 Session			√			N/A					N/A		
Aug 9			√			N/A					N/A		
Sept 13			√			N/A					N/A		
Sept 15 Session			√			N/A					N/A		
Sept 27 Tour			√			N/A					N/A		
Oct 12			√			N/A					N/A		
Oct 18 Sp Closed			√			N/A					N/A		
Oct 18 Session			√			N/A					N/A		
Nov 8			√			N/A					N/A		
Nov 22 Session			√			N/A					N/A		
Nov 29 Session			√			N/A					N/A		
Dec 13			√			N/A					N/A		

\*Conflict of Interest declared

**C. COUNCIL REMUNERATION**

Mayor Grant	D/Mayor Alexander	Councillor Brennan	Councillor Shea	Councillor Lewis	Councillor McGuire	Councillor Mackay French	Councillor Wells	Councillor Boyle	Councillor Brown
\$36,166.66	\$19,600.00	\$6,750.00	\$17,250.00	\$17,250.00	\$17,250.00	\$17,250.00	\$6,750.00	\$10,500.00	\$10,500.00

**Expenses - Mobility Charges**

Mayor Grant - \$319.61

Councillors: \$1,830.21

CATEGORY	Mayor	Deputy Mayor	Councillor
Salary(2021)	37,000	20,100	18,000
Salary (Incoming Council 2022)	37,000	20,100	18,000

**SENIOR STAFF SALARY RANGES**

POSITION	SALARY RANGE
Director Administrative Service/Clerk	100,000 - 125,000
Director Parks & Recreation	100,000 - 125,000
Director of Planning & Development	100,000 - 125,000
Director of Operations	100,000 - 125,000
Treasurer	100,000 - 125,000
Town Manager	150,000 - 175,000

## **D. 2021 EVENTS ATTENDED BY THE MAYOR AND COUNCIL**

### **January – February 8, 2021**

1. Jan 4 CBC Information Morning (Year End)
2. Jan 13 Warm up to Winterfest Video
3. Jan 15 CBC Information Morning (Sagamore Heights)
4. Jan 27 Video for Order of the Maple Leaf (RPS)
5. Feb 5 Photo (with Mayor Clark) Black History Month

### **February 8, – March 8, 2021**

1. Feb 12 Interview with Business View Magazine
2. Feb 17 Saint John Executives Guest Speaker

### **March 8, – April 12, 2021**

1. Mar 23 Civics Class to Rothesay Elementary School
2. Mar 23 Civics Class to See Jane Run

### **April 13, 2021 – Swearing In Ceremony**

1. Apr 13 Council Update Video
2. Apr 18 Opening of Dr. Isaacs Dental Practice
3. Apr 23 Video greetings to Steps for Life
4. Apr 23 Town Hall Clean Up with Rothesay Elementary School
5. Apr 25 Campbell Drive Clean Up with Rotary Club
6. May 27 Power of Determination (Virtual)
7. Jun 1 Intergenerational Day with Touchstone Academy
8. Jun 4 Rothesay Netherwood School Graduation Ceremony
9. Jun 4 Photo op for Boys and Girls Club
10. Jun 7 Kamloops Vigil
11. Jun 9 Photo op with Kennebecasis Park Marigolds
12. Jun 9 Photo op with Rothesay Pharma Choice

### **June 14 – July 12, 2021**

1. Jun 14 Fairvale Elementary School Planting Marigolds
2. Jun 16 Rothesay Elementary School Marigolds at Town Hall

### **July 13 – August 9, 2021**

1. Jul 15 Concert on the Common
2. Jul 22 Kennebecasis Regional Police Force Promotion Ceremony

**August 9 – September 12, 2021**

1. Aug 12 Wastewater Treatment Plant Announcement
2. Aug 16 Elizabeth Fry Barbeque
3. Aug 18 Oasis Outdoor Coffee House (Rothesay Common)
4. Aug 20 Saint John Art Centre (SJAC) Art4Life Opening
5. Aug 24 Regional Mayors Lunch
6. Sep 7 L'Arche Dinner
7. Sep 11 Saint John Wellness Park Opening
8. Sep 11 Teddy Bear Fair (Make-a-Wish)

**September 13 – October 12, 2021**

1. Sep 22 Sea Dogs Press Conference
2. Sep 28 ACAP Tree Planting at Wells Park
3. Sep 29 NB Medical Education Foundation Scholarships (Virtual)
4. Oct 2 Vimy Tree Planting – MacKenzie Family
5. Oct 5 Sweet Caroline Walk
6. Oct 7 Cheque Presentation to Oasis Youth Centre

**October 12 – November 8, 2021**

1. Oct 13 Presentation to Chief Gallant
2. Oct 19 Cheque Presentation to Symphony New Brunswick
3. Oct 25 Pink Pumpkins
4. Oct 28 Branch 58 Legion – 1<sup>st</sup> Poppy
5. Nov 5 Tour of Rothesay Netherwood School Science Hall
6. Nov 5 Red Triangle Awards

**November 8 – December 13, 2021**

1. Nov 11 Remembrance Day Ceremony Branch 58 Legion
2. Nov 16 Dedication of Memorial Bench at the Bill McGuire Centre
3. Nov 19 PRUDE Awards
4. Nov 20 Empty Stocking Fund Pledge Reading
5. Nov 22 Sophie Recovery Centre Breakfast
6. Nov 27 Video for St. Andrews Society Dinner
7. Nov 27 Kennebecasis Valley Santa Claus Parade
8. Dec 2 Year End Interview with the Telegraph Journal
9. Dec 4 Kennebecasis Lions Lobster Fundraiser
10. Dec 8 Lucky Duck Fundraiser for First Steps
11. Dec 9 Audio Clips for Oldies 96
12. Dec 13 Cheque Delivery to Kennebecasis Valley Food Basket

**December 13, 2021 – January 10, 2022**

1. Dec 14 Video for Mayor's Tree Lighting
2. Dec 15 Year End Interview with the Wave
3. Dec 21 Year End Video for Rothesay
4. Jan 3 New Year's Message to CBC

**January 10 – February 14, 2022**

1. Jan 18 Video for Chinese New Year
2. Jan 31 Video for Winterfest (Wells)

**February 14 – March 14, 2022**

1. Jan 23 Photo for Pink Shirt Day
2. Feb 25 Opening of KAM Institute of Design
3. Feb 26 Branch 58 Legion Fundraiser

**March 14 – April 11, 2022**

1. Mar 16 Funding Announcement for Wells Building
2. Mar 19 Branch 58 Legion Fundraiser
3. Mar 28 Regional Chamber of Commerce Luncheon
4. Mar 30 Community input into Health and Technology District
5. Mar 31 USPORTS Championships at Fieldhouse
6. Apr 5 Envision Meeting and Luncheon
7. Apr 9 Jervis Bay Legion Fundraiser for Ukraine



**E. AUDITED FINANCIAL STATEMENTS**

**ROTHESAY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2021**

# ROTHESAY

DECEMBER 31, 2021

## CONTENTS

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Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 36

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, 2021, 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, 2021, 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  
April 11th, 2022

# ROTHESAY

## CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021 Budget (Note 27)	2021 Actual	2020 Actual
<b>REVENUE</b>			
Property tax warrant	\$ 17,002,299	\$ 17,002,299	\$ 16,492,476
Unconditional grant	131,193	131,193	128,323
Conditional government transfers (Note 28)	1,050,500	2,286,228	2,624,401
Services other governments	60,000	80,180	83,288
Sale of services (Note 28)	465,600	463,732	343,963
Other own source (Note 28)	101,260	108,062	447,775
Water and sewer user fees	3,080,427	3,077,512	2,894,370
Sundry income	<u>231,876</u>	<u>394,176</u>	<u>381,202</u>
	<u>22,123,155</u>	<u>23,543,382</u>	<u>23,395,798</u>
<b>EXPENDITURE (Note 28)</b>			
General government services	2,215,762	2,051,047	1,940,236
Protective services	5,184,048	5,067,807	5,046,052
Transportation services	5,337,526	5,520,009	5,805,606
Environmental health services	842,000	854,521	674,617
Environmental development services	649,200	507,044	503,204
Recreation and cultural services	2,970,845	3,036,557	2,807,327
Water and sewer services	<u>3,509,643</u>	<u>3,522,568</u>	<u>3,533,292</u>
	<u>20,709,024</u>	<u>20,559,553</u>	<u>20,310,334</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b>	<u>\$ 1,414,131</u>	2,983,829	3,085,464
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		82,162,618	79,078,043
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)</b>		<u>381</u>	<u>(889)</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 85,146,828</u>	<u>\$ 82,162,618</u>

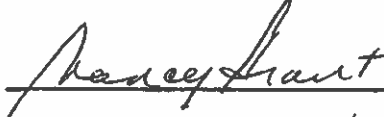
# ROTHESAY

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 4)	\$ 10,449,858	\$ 8,238,448
Accounts receivable (Note 5)	1,357,294	2,213,963
Investments (Note 10)	<u>290,428</u>	<u>376,705</u>
	<u>\$ 12,097,580</u>	<u>\$ 10,829,116</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 9)	\$ 1,869,686	\$ 1,815,177
Deferred revenue (Note 8)	3,982,636	3,332,658
Long term debt (Note 11)	14,435,218	15,814,112
Accrued pension obligation (Note 16)	71,893	179,620
Accrued sick leave (Note 15)	204,289	290,006
Accrued retirement allowance (Note 16)	<u>1,011,803</u>	<u>992,800</u>
	<u>21,575,525</u>	<u>22,424,373</u>
<b>NET DEBT</b>	<u>(9,477,945)</u>	<u>(11,595,257)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 21)	158,983,625	154,359,864
Accumulated amortization (Note 21)	<u>(64,414,227)</u>	<u>(60,642,480)</u>
	94,569,398	93,717,384
Inventory	31,163	16,268
Prepaid expenses	22,507	22,044
Unamortized debenture costs	<u>1,705</u>	<u>2,179</u>
	<u>94,624,773</u>	<u>93,757,875</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 85,146,828</u>	<u>\$ 82,162,618</u>
<b>CONTINGENT LIABILITY (Note 17)</b>		
<b>COMMITMENT (Note 18)</b>		

**APPROVED BY:**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Treasurer

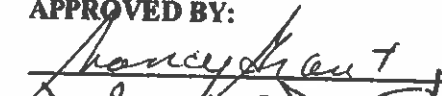
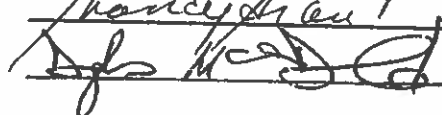
# ROTHESAY

## CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2021

	2021	2020
Annual surplus	\$ 2,983,829	\$ 3,085,464
Acquisition of tangible capital assets	(5,882,178)	(6,618,579)
Proceeds on disposal of tangible capital assets	12,423	77,308
Amortization of tangible capital assets	4,649,782	4,523,157
Change in ownership of tangible capital assets	76	1,699
Loss on disposal of tangible capital assets	<u>367,868</u>	<u>137,828</u>
	2,131,800	1,206,877
Acquisition of inventories	(31,163)	(16,268)
Acquisition of prepaid assets	(22,507)	(22,044)
Acquisition of unamortized debenture costs	(1,705)	(2,179)
Consumption of inventories	16,268	21,683
Use of prepaid assets	22,059	15,693
Consumption of unamortized debenture costs	<u>2,179</u>	<u>2,652</u>
	2,116,931	1,206,414
Change in ownership of controlled entities	<u>381</u>	<u>(889)</u>
Decrease in net debt	2,117,312	1,205,525
Net debt - beginning of year	<u>(11,595,257)</u>	<u>(12,800,782)</u>
Net debt - end of year	<u>\$ (9,477,945)</u>	<u>\$ (11,595,257)</u>

**APPROVED BY:**

 Mayor  
 Town Treasurer



# ROTHESAY

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 2,983,829	\$ 3,085,464
Loss on disposal of tangible capital assets	367,868	137,828
Amortization of tangible capital assets	4,649,782	4,523,157
Accounts receivable	856,669	(104,637)
Accounts payable and accrued liabilities	54,509	(371,380)
Deferred revenue	649,978	(1,087,813)
Accrued sick leave	(85,717)	(15,262)
Change in accrued pension obligation	(107,727)	(261,110)
Change in accrued retirement allowance	19,003	78,037
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(14,869)</u>	<u>(463)</u>
	<u>9,373,325</u>	<u>5,983,821</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(5,882,178)	(6,618,579)
Change in ownership of capital assets	76	1,699
Proceeds on disposal of tangible capital assets	<u>12,423</u>	<u>77,308</u>
	<u>(5,869,679)</u>	<u>(6,539,572)</u>
<b>FINANCING TRANSACTION</b>		
Long term debt (net)	<u>(1,378,894)</u>	<u>802,950</u>
	<u>(1,378,894)</u>	<u>802,950</u>
<b>INVESTING TRANSACTION</b>		
Increase (decrease) in investments	<u>86,277</u>	<u>(19,898)</u>
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES</b>	<u>381</u>	<u>(889)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	2,211,410	226,412
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>8,238,448</u>	<u>8,012,036</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 10,449,858</u>	<u>\$ 8,238,448</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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 (KRJBPC)
- 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:

	<b>2021</b>	<b>2020</b>
Kennebecasis Regional Joint Board of Police Commissioners	40.08%	40.14%
Kennebecasis Valley Fire Department Inc.	40.77%	40.74%
Kennebecasis Public Library	38.99%	38.99%

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.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

#### Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 30, 2020 and the Director of Community Finances on December 8, 2020.

#### 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.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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, 2021

### 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, 2021:

##### 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.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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

	<b>2021</b>	<b>2020</b>
Unrestricted	\$ 2,687,892	\$ 1,787,299
Restricted - reserve funds (Note 25)	7,452,748	6,245,474
Restricted - controlled entities	<u>309,218</u>	<u>205,675</u>
	<b><u>\$ 10,449,858</u></b>	<b><u>\$ 8,238,448</u></b>

### 5. ACCOUNTS RECEIVABLE

	<b>2021</b>	<b>2020</b>
Due from the Federal Government and its agencies (Note 6)	\$ 366,741	\$ 432,404
Due from the Province of New Brunswick (Note 7)	69,101	618,250
Water and sewer	860,610	830,576
Arena	41,542	41,239
Due from developer	-	220,000
Other	<u>19,300</u>	<u>71,494</u>
	<b><u>\$ 1,357,294</u></b>	<b><u>\$ 2,213,963</u></b>

### 6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<b>2021</b>	<b>2020</b>
Canada Revenue Agency (HST refund)	\$ 321,432	\$ 409,559
RCMP Secondments	<u>45,309</u>	<u>22,845</u>
	<b><u>\$ 366,741</u></b>	<b><u>\$ 432,404</u></b>

### 7. DUE FROM PROVINCE OF NEW BRUNSWICK

	<b>2021</b>	<b>2020</b>
Department of Transportation and Infrastructure	\$ 69,101	\$ 503,250
Regional Development Corporation	<u>-</u>	<u>115,000</u>
	<b><u>\$ 69,101</u></b>	<b><u>\$ 618,250</u></b>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 8. DEFERRED REVENUE

	<u>2021</u>	<u>2020</u>
Government transfers - Gas Tax	\$ 3,890,604	\$ 3,260,246
Deferred revenue - Quispamsis	78,686	57,731
Deferred revenue - K-Park Levy (Note 14)	<u>13,346</u>	<u>14,681</u>
	<u>\$ 3,982,636</u>	<u>\$ 3,332,658</u>

### 9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2021</u>	<u>2020</u>
Accounts payable - trade	\$ 1,303,439	\$ 1,033,095
Bid deposits	161,260	132,210
Accrued interest	18,322	51,344
Accrued liabilities	379,241	178,679
Accounts payable - other	<u>7,424</u>	<u>419,849</u>
	<u>\$ 1,869,686</u>	<u>\$ 1,815,177</u>

### 10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2021 was \$26,224 (2020 - \$20,837). The investments are restricted for future payment of retirement benefits.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 11. LONG TERM DEBT

#### (a) General Capital Fund

	Balance January 1, 2021	Issued during year	Redeemed during year	Balance December 31, 2021
New Brunswick Municipal Financing Corporation				
Debtures:				
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	\$ 281,000	\$ -	\$ 132,000	\$ 149,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,385,000	-	191,000	2,194,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	972,000	-	185,000	787,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	1,534,000	-	227,000	1,307,000
BX18 0.90% - 2.95%, due 2040, OIC # 19-0020	1,000,000	-	35,000	965,000
BY23 0.50% - 1.80%, due 2030, OIC # 19-0020	<u>350,000</u>	<u>-</u>	<u>34,000</u>	<u>316,000</u>
	<u>\$ 6,522,000</u>	<u>\$ -</u>	<u>\$ 804,000</u>	<u>\$ 5,718,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2022 - \$784,000; 2023 - \$667,000; 2024 - \$682,000; 2025 - \$637,000; 2026 - \$440,000



# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 11. LONG TERM DEBT (cont'd)

#### (b) Water and Sewer Capital Fund

	Balance January 1, 2021	Issued during year	Redeemed during year	Balance December 31, 2021
<b>New Brunswick Municipal Financing Corporation</b>				
<b>Debentures:</b>				
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	\$ 1,042,000	\$ -	\$ 1,042,000	\$ -
CA20 0.855% - 2.378%, due 2031, OIC # 00-0018	-	956,000	-	956,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	406,000	-	13,000	393,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	476,000	-	33,000	443,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	861,000	-	25,000	836,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	185,000	-	35,000	150,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	773,000	-	21,000	752,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,210,000	-	31,000	1,179,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	1,233,000	-	80,000	1,153,000
BY24 0.50% - 2.60%, due 2040, OIC # 19-0020	<u>750,000</u>	<u>-</u>	<u>20,000</u>	<u>730,000</u>
	<u>6,936,000</u>	<u>956,000</u>	<u>1,300,000</u>	<u>6,592,000</u>

#### Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,083,548</u>	<u>-</u>	<u>174,357</u>	<u>1,909,191</u>
	<u>\$ 9,019,548</u>	<u>\$ 956,000</u>	<u>\$ 1,474,357</u>	<u>\$ 8,501,191</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 \$445,272 (2020 - \$477,782) 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:

2022 - \$535,808; 2023 - \$548,498; 2024 - \$565,435; 2025 - \$579,629; 2026 - \$560,090

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, 2021	Issued during year	Redeemed during year	Balance December 31, 2021
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 86,504	\$ -	\$ 22,381	\$ 64,123
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>186,060</u>	<u>-</u>	<u>34,156</u>	<u>151,904</u>
	<u>\$ 272,564</u>	<u>\$ -</u>	<u>\$ 56,537</u>	<u>\$ 216,027</u>

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

2022 - \$57,310; 2023 - \$58,512; 2024 - \$60,516; 2025 - \$39,676

Total Long term debt:

	2021	2020
General Capital Fund	\$ 5,718,000	\$ 6,522,000
Water and Sewer Capital Fund	8,501,191	9,019,548
Jointly Controlled Entity - KRJPC	<u>216,027</u>	<u>272,564</u>
	<u>\$ 14,435,218</u>	<u>\$ 15,814,112</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, 2021, the balance in this reserve was \$296,690 (2020 - \$278,283).

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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 37 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% for Rothesay and 2.25% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 3.07% for Rothesay and 3.07% 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:

	<b>Estimated 2021</b>	<b>2020</b>
Rothesay	\$ -	\$ 6,600
KRJBPC	6,131	6,141
KVFD	<u>198,158</u>	<u>277,264</u>
	<u>\$ 204,289</u>	<u>\$ 290,005</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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, 2019, which used a discount rate of 5.75% 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 55.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 2.5%.

KRJBPC'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, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3% for four years and 2% thereafter.

The consolidated unfunded liability consist of:

	<u>2021</u>	<u>2020</u>
Rothesay	\$ 446,306	\$ 448,222
KVFD	233,552	206,085
KRJBPC	<u>331,945</u>	<u>338,493</u>
Balance at end of year	<u>\$ 1,011,803</u>	<u>\$ 992,800</u>

KVFD and KRJBPC have internally restricted funds for their liabilities.

#### Pension Obligation

Employees of Rothesay, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan (NB MEPP). The NB MEPP 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 NB MEPP 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 NB MEPP (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, 2019 and resulted in an overall NB MEPP accrued benefit obligation of \$135,126,100 based on the accounting basis.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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, 2020:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.55% (prior 5.75%);
- the expected rate of return on assets is 5.55% (prior 5.75%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 13.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2019 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 \$641,800, a change of \$6,896,200 from the December 31, 2018 deficit of \$7,538,000. Based on the assumptions as at December 31, 2019, 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, 2019, the NB MEPP provides benefits for 277 retirees. Total benefits payments to retirees and terminating employees during 2021 are estimated to be approximately \$4,641,200 (actual 2020, \$5,662,100) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. 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 2021 are estimated to be approximately \$7,136,800 (actual 2020, \$6,929,400) in totality for the NB MEPP.

The following summarizes the NB MEPP data as it relates to Rothesay:

- The average age of the 43 active employees covered by the NB MEPP is 47.4 (as at Dec 31, 2019);
- benefit payments were \$188,800 in 2020 and were estimated to be \$188,800 in 2021; and
- combined contributions were \$423,200 in 2020 and were estimated to be \$435,800 in 2021.

The following summarizes the NB MEPP data as it relates to KVFD:

- The average age of the 42 active employees covered by the NB MEPP is 42.7 (2020- 42.9);
- benefit payments were \$531,900 in 2020 and were estimated to be \$531,900 in 2021; and
- combined contributions were \$587,600 in 2020 and were estimated to be \$605,200 in 2021.

The following summarizes the NB MEPP data as it relates to KRJBPC:

- The average age of the 44 active employees covered by the NB MEPP is 44 (2020 - 43.1);
- benefit payments were \$449,900 in 2020 and were estimated to be \$432,700 in 2021; and
- combined contributions were \$796,600 in 2020 and were estimated to be \$820,400 in 2021.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2019 and December 31, 2020, NB MEPP's actuary performed an extrapolation of the December 31, 2020 accounting valuation to determine the estimated position as at December 31, 2021. The extrapolation assumes assumptions used as at December 31, 2021 remain unchanged from December 31, 2020. The extrapolation also assumes assets return 5.55%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Jan 1, 2020 to Dec 31, 2020</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 179,620	\$ 439,530
Change in ownership percentage	(60)	(321)
Adjustment to actual	47,586	(46,936)
Pension expense for the year	350,413	285,278
Employer contributions	<u>(505,666)</u>	<u>(497,931)</u>
Accrued benefit liability at end of period	<u>\$ 71,893</u>	<u>\$ 179,620</u>

In summary, the consolidated accrued benefit liability is estimated to be \$71,893 as at December 31, 2021. The December 31, 2020 liability was estimated in the prior year. The actual liability was calculated to be \$227,206. The difference of \$47,586 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Jan 1, 2020 to Dec 31, 2020</b>
Rothesay	\$ (15,700)	\$ (4,900)
KVFD	65,150	59,317
KRJBPC	<u>22,443</u>	<u>125,203</u>
	<u>\$ 71,893</u>	<u>\$ 179,620</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:

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Jan 1, 2020 to Dec 31, 2020</b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 21,325,414	\$ 19,995,520
Plan assets	<u>(20,912,645)</u>	<u>(19,398,804)</u>
Plan deficit	412,769	596,716
Unamortized experience losses	<u>(340,876)</u>	<u>(369,510)</u>
Accrued benefit liability at end of period	<u>\$ 71,893</u>	<u>\$ 227,206</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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:

	<b>Estimated</b>	
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 19,995,520	\$ 18,161,671
Change in ownership	(6,954)	(10,473)
Current service cost	800,374	764,944
Benefits payments	(579,069)	(586,095)
Interest for period	1,115,543	1,048,887
Experience loss during period	<u>-</u>	<u>616,586</u>
Accrued benefit obligation at end of period	<b><u>\$ 21,325,414</u></b>	<b><u>\$ 19,995,520</u></b>

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

	<b>Estimated</b>	
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 19,398,804	\$ 17,732,492
Change in ownership	(6,701)	(10,213)
Employer contributions	505,666	491,180
Employee contributions	505,666	491,180
Benefit payments	(579,069)	(586,095)
Return on plan assets during period	<u>1,088,279</u>	<u>1,280,260</u>
Plan assets at end of period	<b><u>\$ 20,912,645</u></b>	<b><u>\$ 19,398,804</u></b>

Total expense related to pensions include the following components:

	<b>Estimated</b>	<b>Actual</b>
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
<b>Pension Expense</b>		
Employer current service cost	\$ 294,708	\$ 273,764
Interest on accrued benefit obligation	1,115,543	1,048,887
Expected return on assets	(1,088,280)	(1,030,440)
Amortization of unrecognized balances		
Experience loss	<u>28,442</u>	<u>202</u>
Pension expense	<b><u>\$ 350,413</u></b>	<b><u>\$ 292,413</u></b>

The pension expense is included in the statement of operations.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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, 2021 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

The Town has a three year contract for solid waste services. The contract expires on December 31, 2023. The minimum annual commitment for the next two years are as follows:

2022	\$545,039
2023	\$545,039

#### Snow Clearing Contract

In 2021, the Town entered into a contract for snow clearing services from November 2021 to April, 2023. The minimum annual commitment for the next two years are as follows:

2022	\$437,120
2023	\$305,984

### 19. SHORT TERM BORROWING

#### Operating Borrowing

As prescribed in the Local Governance 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 2021, the Town has complied with these restrictions.

#### Capital Funds

At December 31, 2021, there were short-term funds totaling \$500,000 (2020 - \$510,000) borrowed from other funds and no short-term funds (2020 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2021, there were no short-term funds (2020 - \$850,000) borrowed from other funds and no short-term funds (2020 - 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, 2021

### 19. SHORT TERM BORROWING (cont'd)

#### Inter-fund Borrowing

The Local Governance Act 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 Local Governance 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:

	<b>2021</b>	<b>2020</b>
2021 Surplus	\$ 41,757	\$ -
2020 Surplus	48,220	48,220
2019 Surplus	<u>-</u>	<u>34,573</u>
	<u>\$ 89,977</u>	<u>\$ 82,793</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land		Buildings and Leasehold Improvements	Vehicles	Machinery and Equipment	Infrastructure				Subtotal	Assets Under Construction	2021 Total	2020 Total	
	Land	Improvements	Improvements			Roads and Streets	Storm Sewer	Water	Sewer					
<b>COST</b>														
Balance - beginning of year	\$ 4,885,935	\$ 8,712,115	\$ 11,528,811	\$ 5,693,181	\$ 5,057,064	\$ 43,213,442	\$ 20,857,919	\$ 27,756,294	\$ 24,095,854	\$ 151,800,615	\$ 2,559,337	\$ 154,359,952	\$ 149,179,306	
Change in ownership	(96)	(36)	(587)	553	(289)	-	-	-	-	(455)	-	(455)	(3,403)	
Add: Net additions during the year	-	-	1,263,064	388,422	341,317	1,956,881	164,350	1,564,020	1,883,591	7,561,645	(1,679,467)	5,882,178	6,618,579	
Less: Disposals during the year	-	-	-	(64,627)	(5,351)	(1,001,225)	-	(149,601)	(37,246)	(1,258,050)	-	(1,258,050)	(1,434,618)	
Balance - end of year	<u>4,885,839</u>	<u>8,712,079</u>	<u>12,791,288</u>	<u>6,017,529</u>	<u>5,392,741</u>	<u>44,169,098</u>	<u>21,022,269</u>	<u>29,170,713</u>	<u>25,942,199</u>	<u>158,103,755</u>	<u>879,870</u>	<u>158,983,625</u>	<u>154,359,864</u>	
<b>ACCUMULATED AMORTIZATION</b>														
Balance - beginning of year	-	4,288,825	4,811,979	2,996,574	2,396,059	21,496,918	7,473,121	8,223,909	8,955,198	60,642,583	-	60,642,583	57,340,509	
Change in ownership	-	(29)	(222)	152	(280)	-	-	-	-	(379)	-	(379)	(1,704)	
Add: Amortization during the year	-	443,319	417,145	515,708	444,402	1,417,292	357,733	613,222	440,961	4,649,782	-	4,649,782	4,523,157	
Less: Accumulated amortization on disposals	-	-	-	(55,235)	(5,351)	(718,017)	-	(69,673)	(29,483)	(877,759)	-	(877,759)	(1,219,482)	
Balance - end of year	<u>-</u>	<u>4,732,115</u>	<u>5,228,902</u>	<u>3,457,199</u>	<u>2,834,830</u>	<u>22,196,193</u>	<u>7,830,854</u>	<u>8,767,458</u>	<u>9,366,676</u>	<u>64,414,227</u>	<u>-</u>	<u>64,414,227</u>	<u>60,642,480</u>	
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 4,885,839</u>	<u>\$ 3,979,964</u>	<u>\$ 7,562,386</u>	<u>\$ 2,560,330</u>	<u>\$ 2,557,911</u>	<u>\$ 21,972,905</u>	<u>\$ 13,191,415</u>	<u>\$ 20,403,255</u>	<u>\$ 16,575,523</u>	<u>\$ 93,689,528</u>	<u>\$ 879,870</u>	<u>\$ 94,569,398</u>	<u>\$ 93,717,384</u>	
Consists of:														
General Fund Assets	\$ 4,515,621	\$ 3,933,939	\$ 3,810,172	\$ 1,602,704	\$ 1,743,693	\$ 21,771,961	\$ 13,191,415	\$ -	\$ -	\$ 50,569,496	\$ (643,965)	\$ 49,925,531	\$ 51,326,367	
Utility Fund Assets	119,971	-	1,277,944	82,661	590,873	200,944	-	20,403,255	16,575,523	39,251,171	1,523,835	40,775,006	38,409,697	
Controlled Entities	<u>250,247</u>	<u>46,025</u>	<u>2,474,270</u>	<u>874,965</u>	<u>223,345</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,868,852</u>	<u>-</u>	<u>3,868,861</u>	<u>3,981,320</u>	
	<u>\$ 4,885,839</u>	<u>\$ 3,979,964</u>	<u>\$ 7,562,386</u>	<u>\$ 2,560,330</u>	<u>\$ 2,557,911</u>	<u>\$ 21,972,905</u>	<u>\$ 13,191,415</u>	<u>\$ 20,403,255</u>	<u>\$ 16,575,523</u>	<u>\$ 93,689,519</u>	<u>\$ 879,870</u>	<u>\$ 94,569,398</u>	<u>\$ 93,717,384</u>	

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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>2021 Total</u>	<u>2020 Total</u>
<b>COST</b>								
Balance - beginning of year	\$ 250,343	\$ 120,125	\$ 4,082,545	\$ 1,717,591	\$ 789,638	\$ -	\$ 6,960,149	\$ 6,657,924
Change in ownership	(96)	(36)	(587)	553	(289)	-	(455)	(3,403)
Add: Net additions during the year	-	-	94,238	92,941	27,544	-	214,723	506,260
Less: Disposals during the year	-	-	-	(64,627)	(5,351)	-	(69,978)	(200,632)
Balance - end of year	<u>250,247</u>	<u>120,089</u>	<u>4,176,196</u>	<u>1,746,458</u>	<u>811,542</u>	<u>-</u>	<u>7,104,439</u>	<u>6,960,149</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance - beginning of year	-	66,526	1,556,269	815,791	540,345	-	2,978,829	2,861,726
Change in ownership	-	(29)	(222)	152	(280)	-	(379)	(1,704)
Add: Amortization during the year	-	7,567	145,879	110,785	53,483	-	317,714	319,920
Less: Accumulated amortization on disposals	-	-	-	(55,235)	(5,351)	-	(60,586)	(201,113)
Balance - end of year	<u>-</u>	<u>74,064</u>	<u>1,701,926</u>	<u>871,493</u>	<u>588,197</u>	<u>-</u>	<u>3,235,578</u>	<u>2,978,829</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 250,247</u>	<u>\$ 46,025</u>	<u>\$ 2,474,270</u>	<u>\$ 874,965</u>	<u>\$ 223,345</u>	<u>\$ -</u>	<u>\$ 3,868,861</u>	<u>\$ 3,981,320</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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>2021 Consolidated</u>	<u>2020 Consolidated</u>
<b>REVENUE</b>									
Property tax warrant	\$ 2,046,871	\$ 5,057,489	\$ 5,508,771	\$ 852,781	\$ 506,012	\$ 3,030,375	\$ -	\$ 17,002,299	\$ 16,492,476
Sale of service	121,311	-	4,708	-	-	337,713	-	463,732	343,963
Services provided to other governments	-	-	80,180	-	-	-	-	80,180	83,288
Other own source	18,637	3,150	-	-	86,275	-	-	108,062	447,775
Unconditional grant	15,794	39,025	42,507	6,580	3,904	23,383	-	131,193	128,323
Conditional government transfers	1,912,228	-	-	-	-	-	374,000	2,286,228	2,624,401
Water and sewer user fees	-	-	-	-	-	-	3,077,512	3,077,512	2,894,370
Sundry and interest	<u>62,779</u>	<u>206,334</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,814</u>	<u>117,249</u>	<u>394,176</u>	<u>381,202</u>
	<u>4,177,620</u>	<u>5,305,998</u>	<u>5,636,166</u>	<u>859,361</u>	<u>596,191</u>	<u>3,399,285</u>	<u>3,568,761</u>	<u>23,543,382</u>	<u>23,395,798</u>
<b>EXPENDITURE</b>									
Salaries and benefits	919,444	4,245,940	976,786	-	288,376	388,263	512,984	7,331,793	7,307,497
Goods and services	961,666	588,231	1,867,094	854,522	218,668	1,806,914	1,400,570	7,697,665	7,771,441
Interest	2,682	3,995	73,172	-	-	100,968	284,448	465,265	521,569
Other	40,190	3,959	283,208	-	-	-	87,691	415,048	186,669
Amortization	<u>127,065</u>	<u>225,682</u>	<u>2,319,749</u>	<u>-</u>	<u>-</u>	<u>740,412</u>	<u>1,236,874</u>	<u>4,649,782</u>	<u>4,523,158</u>
	<u>2,051,047</u>	<u>5,067,807</u>	<u>5,520,009</u>	<u>854,522</u>	<u>507,044</u>	<u>3,036,557</u>	<u>3,522,567</u>	<u>20,559,553</u>	<u>20,310,334</u>
Surplus for the year	<u>\$ 2,126,573</u>	<u>\$ 238,191</u>	<u>\$ 116,157</u>	<u>\$ 4,839</u>	<u>\$ 89,147</u>	<u>\$ 362,728</u>	<u>\$ 46,194</u>	<u>\$ 2,983,829</u>	<u>\$ 3,085,464</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 24. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Jointly Controlled Entities	Total
2021 annual surplus (deficit)	\$ 6,113,690	\$ (3,360,800)	\$ 1,367,864	\$ (1,386,477)	\$ 4,216	\$ 27,975	\$ 575	\$ 6,612	\$ 210,174	\$ 2,983,829
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus	32,147	-	34,573	-	-	-	-	-	59,417	126,137
Transfers between funds										
Transfer elimination	(450,000)	-	-	-	450,000	-	-	-	-	-
Transfer elimination	(500,000)	-	-	-	-	500,000	-	-	-	-
Transfer elimination	(4,560)	-	-	-	-	4,560	-	-	-	-
Transfer elimination	-	-	(66,150)	-	-	-	-	66,150	-	-
Transfer elimination	-	650,000	-	374,000	-	(1,024,000)	-	-	-	-
Transfer elimination	(1,654,360)	-	-	-	-	1,654,360	-	-	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(11,140)	-	-	-	-	11,140	-	-
Transfer elimination	(3,078,407)	3,078,407	(759,347)	759,347	-	-	-	-	-	-
Long term debt principal repayment	(804,000)	804,000	(518,357)	518,357	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(1,544)	(1,544)
Provision for pension liability	(10,800)	-	-	-	-	-	-	-	(96,768)	(107,568)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(79,311)	(79,311)
Accumulated amortization on disposal of capital assets	-	(817,173)	-	-	-	-	-	-	(60,586)	(877,759)
Deferred Gas tax revenue	630,360	-	-	-	-	-	-	-	-	630,360
Unrealized gain on investments	-	-	-	-	-	-	-	-	(26,224)	(26,224)
Amortization expense	-	3,095,194	-	1,236,874	-	-	-	-	317,714	4,649,782
Total adjustments to 2021 annual surplus (deficit)	(5,839,620)	6,810,428	(1,326,107)	2,888,578	450,000	1,134,920	-	82,976	112,698	4,313,873
2021 annual surplus (deficit) for funding requirements	\$ 274,070	\$ 3,449,628	\$ 41,757	\$ 1,502,101	\$ 454,216	\$ 1,162,895	\$ 575	\$ 89,588	\$ 322,872	\$ 7,297,702

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 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>2021 Total</u>	<u>2020 Total</u>
<b>ASSETS</b>							
Cash and short term investments	\$ 905,049	\$ 5,197,371	\$ -	\$ 1,350,328	\$ -	\$ 7,452,748	\$ 6,245,474
Accounts receivable from other funds	-	(150,251)	106,305	(106,305)	150,251	-	-
Due from (to) other funds	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>REVENUE</b>							
Other government transfers	\$ -	\$ 1,654,360	\$ -	\$ -	\$ -	\$ 1,654,360	\$ 803,422
Transfers from Operating Funds	450,000	500,000	-	82,976	4,560	1,037,536	345,547
Interest	<u>4,216</u>	<u>27,123</u>	<u>575</u>	<u>6,612</u>	<u>852</u>	<u>39,378</u>	<u>94,740</u>
	<u>454,216</u>	<u>2,181,483</u>	<u>575</u>	<u>89,588</u>	<u>5,412</u>	<u>2,731,274</u>	<u>1,243,709</u>
<b>EXPENDITURES</b>							
Transfers to General Operating Fund	-	-	-	-	-	-	341,708
Transfer to General Capital Fund	-	650,000	-	-	-	650,000	1,350,000
Transfers to Water and Sewer Capital Fund	<u>-</u>	<u>374,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>374,000</u>	<u>749,571</u>
	<u>-</u>	<u>1,024,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,024,000</u>	<u>2,441,279</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 454,216</u>	<u>\$ 1,157,483</u>	<u>\$ 575</u>	<u>\$ 89,588</u>	<u>\$ 5,412</u>	<u>\$ 1,707,274</u>	<u>\$ (1,197,570)</u>

Included in the General Capital Reserve Fund is \$4,318,104 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.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 25. STATEMENT OF RESERVES (cont'd)

#### Council Resolutions regarding transfers to and from reserves:

Date Enacted March 8, 2021

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the sum of \$450,000.00 be transferred to the General Operating Reserve Fund from the General Operating Fund to cover future operating costs.

#### ON THE QUESTION:

Treasurer MacDonald advised the purpose of the transfer is to set aside funds received from the provincial Safe Restart Program for future COVID-19 expenses. Counc. Brenan added the funding was received following approval of the Town's 2021 budget.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

Date Enacted December 13, 2021

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Gas Tax Funding in the amount of \$1,654,358.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$1,150,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$4,560.00 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea \$66,150.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$374,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 25. STATEMENT OF RESERVES (cont'd)

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shee \$5,686.00 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 Deputy Mayor Alexander and seconded by Council. Shee \$11,140.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

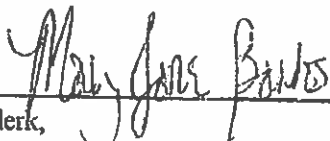
Date Enacted February 14, 2022


**MOVED** by Council. McGuire and seconded by Council. Shee the Gas Tax Funding in the amount of \$500,000.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**ON THE QUESTION:** Treasurer MacDonald advised annual transfers from reserves are used to finance capital expenditures. Upon review, the amount of funds transferred from the Gas Tax Reserve is more than required, therefore staff are recommending an amount be transferred back to the Gas Tax Reserve.

**CARRIED.**

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on March 8, 2021, December 13, 2021 and February 14, 2022.

  
\_\_\_\_\_  
Clerk,  
Rothesay

  
\_\_\_\_\_  
Date



# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2021 Total</u>	<u>2020 Total</u>
<b>ASSETS</b>	\$ <u>2,042,913</u>	\$ <u>1,350,793</u>	\$ <u>1,566,941</u>	\$ <u>4,960,647</u>	\$ <u>5,005,054</u>
<b>LIABILITIES</b>	\$ <u>554,771</u>	\$ <u>737,277</u>	\$ <u>26,565</u>	\$ <u>1,318,613</u>	\$ <u>1,540,831</u>
<b>ACCUMULATED SURPLUS</b>	\$ <u>1,488,142</u>	\$ <u>613,516</u>	\$ <u>1,540,376</u>	\$ <u>3,642,034</u>	\$ <u>4,131,419</u>
 <b>REVENUE</b>	 \$ 2,330,713	 \$ 3,005,960	 \$ 96,662	 \$ 5,433,335	 \$ 5,773,619
<b>EXPENDITURES</b>	<u>2,249,867</u>	<u>2,795,884</u>	<u>172,570</u>	<u>5,218,321</u>	<u>5,175,096</u>
	80,846	210,076	(75,908)	215,014	598,523
<b>CHANGE IN OWNERSHIP</b>	<u>1,036</u>	<u>(655)</u>	<u>-</u>	<u>381</u>	<u>(889)</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ <u>81,882</u>	\$ <u>209,421</u>	\$ <u>(75,908)</u>	\$ <u>215,395</u>	\$ <u>597,634</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.

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

**27. OPERATING BUDGET TO PSA BUDGET**

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
<b>REVENUE</b>						
Property tax warrant	\$ 17,002,299	\$ -	\$ -	\$ -	\$ -	\$ 17,002,299
Unconditional transfers from other governments	131,193	-	-	-	-	131,193
Conditional transfers from Federal or Provincial governments	26,500	-	-	-	1,024,000	1,050,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	103,260	-	-	-	(2,000)	101,260
Sale of services	463,600	-	-	-	2,000	465,600
Other transfers	1,050,000	-	-	-	(1,050,000)	-
Water and sewer user fees	-	3,443,427	-	-	(363,000)	3,080,427
Sundry income	14,000	80,000	-	137,876	-	231,876
Surplus (deficit) of second previous year	<u>32,148</u>	<u>34,573</u>	<u>-</u>	<u>-</u>	<u>(66,721)</u>	<u>-</u>
	<u>18,883,000</u>	<u>3,558,000</u>	<u>-</u>	<u>137,876</u>	<u>(455,721)</u>	<u>22,123,155</u>
<b>EXPENDITURES</b>						
General government services	2,416,762	-	120,000	-	(321,000)	2,215,762
Protective services	5,479,207	-	225,682	(147,341)	(373,500)	5,184,048
Transportation services	3,647,492	-	2,320,000	-	(629,966)	5,337,526
Environmental health services	842,000	-	-	-	-	842,000
Environmental development services	649,200	-	-	-	-	649,200
Recreation and cultural services	2,147,205	-	742,033	7	81,600	2,970,845
Fiscal services						
Long term debt repayments	804,000	518,357	-	-	(1,322,357)	-
Interest	182,134	305,893	-	-	(488,027)	-
Transfer from General Operating Fund to General Capital Fund	2,715,000	-	-	-	(2,715,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	70,000	-	-	(70,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	700,000	-	-	(700,000)	-
Water and Sewer	<u>-</u>	<u>1,963,750</u>	<u>1,240,000</u>	<u>-</u>	<u>305,893</u>	<u>3,509,643</u>
	<u>18,883,000</u>	<u>3,558,000</u>	<u>4,647,715</u>	<u>(147,334)</u>	<u>(6,232,357)</u>	<u>20,709,024</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,647,715)</u>	<u>\$ 285,210</u>	<u>\$ 5,776,636</u>	<u>\$ 1,414,131</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 28. REVENUE AND EXPENDITURES SUPPORT

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 20,000	\$ 26,615	\$ 3,919
Rental revenue	106,400	94,696	86,019
Recreational programs	339,200	337,713	248,692
Transportation	<u>-</u>	<u>4,708</u>	<u>5,333</u>
	<b><u>\$ 465,600</u></b>	<b><u>\$ 463,732</u></b>	<b><u>\$ 343,963</u></b>
Other own source			
Permits and fines	\$ 75,000	\$ 94,132	\$ 156,638
Fire Department administration	12,000	-	-
Developers contributions	-	4,560	226,218
Miscellaneous	<u>14,260</u>	<u>9,370</u>	<u>64,919</u>
	<b><u>\$ 101,260</u></b>	<b><u>\$ 108,062</u></b>	<b><u>\$ 447,775</u></b>
Conditional government transfers			
Government of Canada	\$ 25,000	\$ 63,774	\$ 48,812
Province of New Brunswick	-	1,193,354	663,589
Gas Tax revenue	1,024,000	1,024,000	1,910,000
Canada Day grants	1,500	1,600	2,000
Other government grants	<u>-</u>	<u>3,500</u>	<u>-</u>
	<b><u>\$ 1,050,500</u></b>	<b><u>\$ 2,286,228</u></b>	<b><u>\$ 2,624,401</u></b>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 47,000	\$ 36,986	\$ 36,468
Councilors	136,100	126,140	118,592
Fundy Regional Service Commission	5,226	5,226	3,597
Other	<u>13,500</u>	<u>3,397</u>	<u>1,825</u>
	<u>201,826</u>	<u>171,749</u>	<u>160,482</u>
Administrative			
Administration	766,747	698,436	735,722
Office building	177,500	176,730	182,982
Solicitor	50,000	20,564	4,213
Supplies	25,000	30,977	37,241
Other	<u>262,395</u>	<u>208,518</u>	<u>208,084</u>
	<u>1,281,642</u>	<u>1,135,225</u>	<u>1,168,242</u>
Financial management			
Professional fees	<u>30,000</u>	<u>26,510</u>	<u>28,814</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
General government services (cont'd)			
Other			
Civic relations	1,000	341	326
Covid-19	25,000	27,033	-
Community communications	10,000	2,738	835
Insurance	223,290	247,058	194,165
Property tax - land for public purposes	18,000	16,782	16,469
Grants to organizations	34,000	22,147	20,448
Fox Farm Road rental expenses	2,500	5,713	19,493
Cost of assessment	266,004	266,004	258,027
Interest	2,500	2,682	3,164
Amortization	<u>120,000</u>	<u>127,065</u>	<u>69,771</u>
	<u>702,294</u>	<u>717,563</u>	<u>582,698</u>
	<u>\$ 2,215,762</u>	<u>\$ 2,051,047</u>	<u>\$ 1,940,236</u>
Protective services			
Fire			
Administration	\$ 323,379	\$ 266,992	\$ 317,866
Firefighting force	1,569,786	1,519,478	1,420,659
Telecommunications	84,423	1,600	1,857
Insurance	20,385	21,348	15,062
Prevention and training	23,850	13,372	12,397
Facilities	74,224	71,623	91,458
Fleet	43,033	33,090	30,627
Operations	25,889	105,682	26,856
Water costs	13,241	13,243	12,847
Retirement allowance	16,721	25,772	25,390
Other	1,223	7,396	1,044
(Gain) on disposal of tangible capital assets	-	(6,990)	(15,044)
Amortization	<u>141,023</u>	<u>141,023</u>	<u>140,306</u>
	<u>2,337,177</u>	<u>2,213,629</u>	<u>2,081,325</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,971,059	2,030,630	1,945,639
Vehicle Fleet	78,316	72,059	67,934
Property	108,688	88,232	88,475
Administration	422,069	428,840	559,005
Retirement allowance	31,845	34,803	34,534
Communications	131,700	113,254	15,600
Unrealized gain on investments	(26,224)	(26,224)	(20,837)
Loss (gain) on disposal of tangible capital assets	3,959	3,959	(768)
Amortization	<u>84,659</u>	<u>84,659</u>	<u>89,267</u>
	<u>2,806,071</u>	<u>2,830,212</u>	<u>2,778,849</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2021 Budget	2021 Actual	2020 Actual
Protective services (cont'd)			
Other			
Emergency measures	-	975	157,634
Animal control	9,500	5,418	6,264
Interest	8,500	3,995	8,555
Other	<u>20,000</u>	<u>10,778</u>	<u>10,625</u>
	<u>38,000</u>	<u>21,166</u>	<u>183,078</u>
	<u>\$ 5,184,048</u>	<u>\$ 5,067,807</u>	<u>\$ 5,046,052</u>
Transportation services			
Common			
Wages and benefits	\$ 1,094,400	\$ 976,786	\$ 956,539
Workshop, yard and equipment maintenance	654,000	599,233	704,374
Engineering	<u>7,500</u>	<u>10,260</u>	<u>10,675</u>
	<u>1,755,900</u>	<u>1,586,279</u>	<u>1,671,588</u>
Roads and Streets			
Roadway surfaces	48,815	99,160	425,627
Storm water and traffic studies	-	157,260	105,448
Crosswalks and sidewalks	19,992	16,534	14,018
Culverts and drainage ditches	25,000	36,477	37,543
Storm sewers	40,000	34,249	42,624
Street cleaning	44,000	40,506	16,687
Snow and ice removal	652,685	520,677	507,392
Street lighting	130,000	161,646	152,537
Street signs	12,000	9,886	17,028
Traffic lane marking	30,000	25,677	27,513
Traffic signals and signs	40,000	52,191	23,952
Railway crossing signals	22,000	22,228	19,368
Public transit - Comex Service	86,000	81,110	72,953
KV committee for the disabled	-	-	4,000
Flood costs	40,000	-	32,217
Interest	71,134	73,172	75,635
Loss on disposal of tangible capital assets	-	283,208	153,640
Amortization	<u>2,320,000</u>	<u>2,319,749</u>	<u>2,405,836</u>
	<u>3,581,626</u>	<u>3,933,730</u>	<u>4,134,018</u>
	<u>\$ 5,337,526</u>	<u>\$ 5,520,009</u>	<u>\$ 5,805,606</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2021 Budget	2021 Actual	2020 Actual
<b>Environmental health services</b>			
Solid waste disposal	\$ 234,000	\$ 202,547	\$ 212,853
Solid waste compost	-	48,741	76,611
Solid waste collection	608,000	570,984	278,656
Curbside recycling	-	-	59,028
Clean up campaign	<u>-</u>	<u>32,249</u>	<u>47,469</u>
	<u>\$ 842,000</u>	<u>\$ 854,521</u>	<u>\$ 674,617</u>
<b>Environmental development services</b>			
Environmental planning and zoning	\$ 494,000	\$ 359,044	\$ 401,087
Greater Saint John Economic Development Agency, Inc.	152,000	148,000	98,988
Tourism	<u>3,200</u>	<u>-</u>	<u>3,129</u>
	<u>\$ 649,200</u>	<u>\$ 507,044</u>	<u>\$ 503,204</u>
<b>Recreation and cultural services</b>			
Administration	\$ 313,876	\$ 326,956	\$ 288,585
Beaches	50,636	45,695	36,384
Rothesay Arena	315,000	349,094	244,979
Memorial Centre	76,000	69,359	56,225
Summer programs	62,825	62,780	63,086
Rothesay Common	44,000	64,171	49,957
Parks and gardens	613,500	629,917	618,654
Regional Facilities Commission	393,125	410,103	451,692
Kennebecasis Public Library Inc	88,850	78,611	80,589
Special events	39,500	14,744	7,432
Playgrounds and fields	124,000	136,176	112,218
Living museum	-	71	-
PRO Kids	7,500	7,500	-
Interest	100,000	100,968	109,379
Amortization	<u>742,033</u>	<u>740,412</u>	<u>688,147</u>
	<u>\$ 2,970,845</u>	<u>\$ 3,036,557</u>	<u>\$ 2,807,327</u>
<b>Water and sewer services</b>			
<b>Water System</b>			
Administration	\$ 447,500	\$ 480,900	\$ 413,425
Purification maintenance and treatment	420,000	408,751	550,846
Source of supply - purchase of water	750	1,181	1,176
Transmission and distribution	130,000	74,667	141,160
Power and pumping	42,000	39,654	48,567
Billing and collecting	<u>-</u>	<u>2,410</u>	<u>2,941</u>
	<u>1,040,250</u>	<u>1,007,563</u>	<u>1,158,115</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
Sewer System			
Administration	677,500	648,900	616,744
Sewer collection system	84,000	83,047	165,948
Sewer lift stations	70,000	43,551	38,783
Treatment and disposal	92,000	130,494	93,163
Infiltration study	-	-	5,872
Loss on disposal of tangible capital asset	-	<u>87,691</u>	-
	<u>923,500</u>	<u>993,683</u>	<u>920,510</u>
Interest	305,893	284,448	324,836
Amortization	<u>1,240,000</u>	<u>1,236,874</u>	<u>1,129,831</u>
	<u>1,545,893</u>	<u>1,521,322</u>	<u>1,454,667</u>
	<u>\$ 3,509,643</u>	<u>\$ 3,522,568</u>	<u>\$ 3,533,292</u>

## F. EXCERPT - REGULATION 2018 – 54

### Acts and Regulations

Enabling Act: Local Governance

**NEW BRUNSWICK**  
**REGULATION 2018-54 under the**  
**Local Governance Act**  
**(O.C. 2018-189)**

*Filed June 25, 2018*

Under subsection 191(1) of the *Local Governance Act*, the Lieutenant-Governor in Council makes the following Regulation:

#### Citation

- 1 This Regulation may be cited as the *Annual Report Regulation – Local Governance Act*.

#### DEFINITIONS

- 2 The following definitions apply in this Regulation.

"Act" means the *Local Governance Act (Loi)*

"corporation" means a corporation referred to in subsection 8(1) of the Act or a corporation continued under the Act, (*personne morale*)

#### TIME TO PREPARE ANNUAL REPORT

3(1) On or before June 30 in each year, a local government shall prepare an annual report referred to in subsection 105(1) of the Act for the preceding fiscal year.

3(2) On or before June 30 in each year, a corporation shall prepare an annual report referred to in subsection 105(2) of the Act for the preceding fiscal year.

#### INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(1) OF THE ACT

- 4(1) An annual report under subsection 105(1) of the Act prepared by a local government shall contain:

(a) the audited financial statements of the local government;

(a.1) the following information with respect to grants totaling \$500 or more that are made under section 101.3 of the Act by a local government:

(i) the recipient of the grant, (ii) the type of the grant,

(iii) the amount of the grant,

(iv) the terms and conditions imposed on the grant, and

(v) the purpose of the grant and the benefit to the local government in making the grant;



- (b) the following information with respect to grants totaling \$500 or more made by the local government for social or environmental purposes:
  - (i) the recipient of the grant,
  - (ii) the type of grant,
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
  - (iv) the terms and conditions imposed on the grant; and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totalling \$500 or more made by the local government:
  - (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on the economic development assistance or grant; and
  - (iv) the purpose of the economic development assistance or grant and the benefit to the local government in providing the assistance or making the grant;
- (d) the following information with respect to activities and programs relating to economic development:
  - (i) the types of activities and programs; and
  - (ii) the purpose of the activities or programs and the benefit to the local government in providing the activities and programs;
- (e) the following information with respect to a corporation established by the local government:
  - (i) the name of the corporation,
  - (ii) the purpose of the corporation,
  - (iii) the manner of consolidating the corporation within the financial statements of the local government; and
  - (iv) how to access the financial statements and annual reports of the corporation, (f) the following information with respect to the council:
    - (i) the members of council and their committee and other responsibilities,
    - (ii) the number of regular meetings held by the council and the names of the members of council in attendance at the meetings,
    - (iii) the number of special meetings held by the council, the types of matters discussed and the names of the members of council in attendance at the meetings,

- (iv) the date of the council meetings or committee of council meetings closed to the public and the types of matters discussed at the meetings,
- (v) if electronic means of communication is used at a meeting of council, the names of the members of council participating by electronic means,
- (vi) the salary range and other remuneration or benefits of members of council, and
- (vii) the amounts paid as allowances to the members of council for expenses resulting from the discharge of their duties; and

(g) information with respect to the provision of services by or through the local government, including the nature of the service provided and the cost of the services and related infrastructure, under the following headings:

- (i) general government services,
- (ii) protective services,
- (iii) transportation services,
- (iv) environmental health services – general fund,
- (v) environmental health services – utility fund,
- (vi) environmental development services,
- (vii) recreation and cultural services,
- (viii) fiscal services,
- (ix) public health services, and (x) other services.

4(2) An annual report under subsection 105(1) of the Act prepared by a local government may include the following information:

- (a) general information regarding the local government, including the population, tax rates, tax base and user charges;
- (b) information on capital projects undertaken within the year and information on multiyear capital planning;
- (c) performance measures established by the local government and the progress made with respect to those measures, and
- (d) information respecting employee classification, salary ranges, benefits and travel expenses.

2019, c.5, s.4

#### INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(2) OF THE ACT

5(1) An annual report under subsection 105(2) of the Act prepared by a corporation shall contain:

- (a) the audited financial statement of the corporation;
- (b) the following information with respect to grants totaling \$500 or more for social or environmental purposes made by the corporation:
  - (i) the recipient of the grant,

- (ii) the type of grant,
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
  - (iv) the terms and conditions imposed on the grant, and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totaling \$500 or more provided by the corporation:
- (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of the economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on any economic development assistance or grant provided, and
  - (iv) the purpose of the economic assistance or grant and the benefit to the local government in making the grant or providing the benefit;
- (d) the following information with respect to activities and programs of the corporation relating to economic development:
- (i) the types of activities and programs, and
  - (ii) the purposes of the activities and programs or the benefit to the local government in providing the activities and programs;
- (e) the following information respecting the board of directors of the corporation:
- (i) the names of the members of the board of directors and their responsibilities,
  - (ii) the number of meetings held by the board of directors and the names of the members of the board in attendance at the meetings, and
  - (iii) if electronic means of communication is used at a meeting, the names of the members of the board of the corporation participating by electronic means, and
- (f) information with respect to the provision of services provided by or through the corporation, including the nature of the services and the cost of the services and related infrastructure.

5(2) An annual report under subsection 105(2) of the Act prepared by a corporation may include the following information:

- (a) information on capital projects undertaken within the year and on multiyear capital planning; and
- (b) performance measures established by the corporation and the progress made with respect to those measures.

LOCAL GOVERNMENTS AND CORPORATIONS SHALL COMPLY WITH REQUIREMENTS UNDER SUBSECTION 105(3) OF THE ACT

6 Local governments and corporations shall comply with the posting requirements of an annual report and make the annual report available for examination in accordance with subsection 105(3) of the Act.

*Commencement*

7        *This Regulation comes into force on January 1, 2019. N.B. This Regulation is consolidated to June 14, 2019.*