



# ROTHESAY

Special Council Meeting  
Monday, October 28, 2024  
7:00 pm



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Public access to the Live stream will be available online:  
<https://www.youtube.com/user/RothesayNB>

1. **APPROVAL OF AGENDA**
2. **DRAFT 2025 Rothesay Budgets (Presentation by the Treasurer)**
  - 2.1 24 October 2024 Memorandum from Treasurer MacDonald
  - 2.2 Draft 2025 General Operating Fund Budget
    - General Operating Fund Draft Budget Highlights
    - Draft 2025 General Operating Fund Budget
  - 2.3 Draft 2025 Utility Operating Fund Budget
    - Utility Operating Fund Draft Budget Highlights
    - Draft 2025 Utility Operating Fund Budget
    - Draft 2025 Utility Rate Summary
3. **NEXT MEETING**

**Tuesday, November 12, 2024**                      **Regular Council meeting (7:00 p.m.)**
4. **ADJOURNMENT**



# ROTHESAY

## MEMORANDUM



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TO : Finance Committee  
FROM : Doug MacDonald  
DATE : October 24, 2024  
RE : Preliminary Budgets

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The documents attached relating to 2025 draft budgets are based upon inputs from the various departments. They reflect certain known information and the following assumptions:

GNB has not released the expected assessment change for Rothesay and probably will not until December. At this time we have drafted documents with a 0% increase in the assessment base and no change to the tax rate nor the percentage applied to non-residential properties (ie 170% of the residential tax base).

The preliminary figures include the following:

- the Rothesay share of external budgets submitted to date including, KVFD, KRPF, Kennebecasis Public Library, Fundy Regional Service Commission (including RFC), and Saint John "Comex".
- the known payroll adjustments related to the collective bargaining agreement and an increase for non-union personnel. Assumptions have also been input related to requested staff additions.
- the known revisions to external contracts for snow clearing and waste disposal.
- assumed no change in Capital funding in the amount of \$4.25 million
- debentures payments based upon existing debt and anticipated new payments for debentures to be received in 2025.
- A proposed increase to utility water fees of approximately 5% in all categories (ie fixed water charges, water user fees, sprinkler fees, etc.) and a 10% increase in annual sewer charges).

As mentioned, these figures are preliminary and to be vetted by Council.

## GENERAL OPERATING FUND

### Draft BUDGET 2025 – HIGHLIGHTS

1. Total Operating Budget \$24 million
2. Assume 0% increase in aggregate property tax assessments (information is outstanding)
3. Assume maintaining the tax rate at \$1.19 per \$100 of assessment (to be decided once assessment information is obtained)
4. Maintain the mark-up % re non-residential properties at 170%.
5. No significant changes to other revenue sources
6. Aggregate warrant of assessment = \$22,262,389
7. Core equalization funding decrease of \$26,195 (year 3 of 5)
  
8. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 7.75% primarily due to increases in insurance, professional fees, FRSC charges and the “cost of assessment”
  
5. **Protective Services** budgets reflect the submissions from the Fire and Police Boards
  - KVFD - \$2,910,000 – increase of 1.74% (including capital expenditures)
  - KRJBPC - \$3,418,030 – increase of 1.34%
  
6. **Transportation Services** includes costs the works dept, snow removal contracts, salt expenditures and expected wage adjustments – an aggregate increase of 4.19%
  - Snow removal contract increase of \$100,000
  - Fleet maintenance cost increases as the equipment ages

## GENERAL OPERATING FUND

### Draft BUDGET 2025 – HIGHLIGHTS

7. **Environmental Health Services** includes garbage collection and disposal fees
8. **Environmental Development Services** – includes planning dept salary and projects as well as Envision SJ re Economic Development
9. **Recreation & Cultural Services** reflect an increase of 4.36% to reflect costs including the maintenance of trail infrastructure, regional facilities, parks, etc.
  - Addition of one full time staff member and increased cost of seasonal workers
  - Additional expenditures related to building additions (ie Wells Canopy)
10. **Fiscal Services** includes debt service costs and an increase in the funding of capital projects
  - New debenture costs related to fire station renovations and the Clark/Gondola Point road intersection
  - Capital funding from operations maintained at \$4.25 million to reflect cost of capital projects

## GENERAL OPERATING FUND

### Draft BUDGET 2025 – HIGHLIGHTS

**Total proposed expenditures by category are as follows:      % of total Budget**

General Government Services	\$ 3,150,000	13.1%
Protective Services	\$ 6,671,000	27.7%
Transportation Services	\$ 4,387,000	18.2%
Environmental Health Services	\$ 995,000	4.1%
Environmental Development (planning)	\$ 724,000	3.0%
Recreation and Cultural Services	\$ 3,011,000	12.5%
Fiscal Services (P&I)	\$ 876,000	3.6%
Capital Expenditures	\$ 4,250,000	17.7%

	Actaul 2023	BUDGET 2024	BUDGET 2025	% Change
<b>REVENUE</b>				
Warrant of Assessment	<u>20,123,778</u>	<u>22,262,389</u>	<u>22,262,389</u>	
Sale of Services	549,501	474,300	568,750	
Services to Province of New Brunswick	85,362	80,000	80,000	
Other Revenue from Own Sources	519,823	142,008	114,308	
Core Equalization	<u>104,778</u>	<u>78,583</u>	<u>52,388</u>	
Conditional Transfers	1,238,961	51,500	46,750	
Other Transfers	1,456,120	677,470	709,616	
	<u>\$24,078,322</u>	<u>\$23,766,250</u>	<u>\$23,834,201</u>	0.29%
<b>EXPENSES</b>				
General Government Services	2,559,165	2,923,971	3,150,657	7.75%
Protective Services	6,168,934	6,623,274	6,671,330	0.73%
Transportation Services	3,616,581	4,210,726	4,387,234	4.19%
Environmental Health Services	951,525	1,032,360	995,000	-3.62%
Environmental Development	567,455	753,090	723,872	-3.88%
Recreation & Cultural Services	2,511,009	2,884,957	3,010,840	4.36%
Fiscal Services	7,594,037	5,337,872	5,125,941	-3.97%
	<u>\$23,968,705</u>	<u>\$23,766,250</u>	<u>\$24,064,873</u>	
Surplus (Deficit) for the Year	<u>\$109,617</u>	<u>\$0</u>	<u>-\$230,672</u>	

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>REVENUE</b>			
<b>Sale of Services</b>			
Bill McGuire Memorial Centre	40,815	25,000	40,000
Town Hall Rent	110,742	100,000	121,600
Community Garden	3,360	900	1,000
Fox Farm Rental	20,000	21,000	23,400
Arena Revenue	259,654	214,900	245,500
Recreation Programs	114,930	112,500	125,250
	<b>549,501</b>	<b>474,300</b>	<b>556,750</b>
<b>Other Revenue from Own Sources</b>			
Licenses & Permits	299,014	82,500	57,600
Recycling Dollies & Lids	908	800	0
Interest & Sundry	194,870	32,000	30,000
Miscellaneous	8,323	10,000	10,000
Fire Dept. Administration	12,000	12,000	12,000
Local Improvement Levy Mulberry Lane	4,708	4,708	4,708
	<b>519,823</b>	<b>142,008</b>	<b>114,308</b>
<b>Conditional Transfers</b>			
Canada Day Grant	1,920	1,500	1,750
Grant - Other	1,186,859	0	0
Grant - Students	50,182	50,000	45,000
	<b>1,238,961</b>	<b>51,500</b>	<b>46,750</b>
<b>Other Transfers</b>			
Surplus of 2nd Previous Year	274,070	128,845	109,616
Transfer from reserves	659,550		
Utility Fund Transfer	522,500	548,625	600,000
	<b>1,456,120</b>	<b>677,470</b>	<b>709,616</b>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>EXPENSES</b>			
<b>General Government Services</b>			
Legislative			
Mayor	41,143	60,000	55,000
Councillors	132,458	155,983	154,610
Regional Service Commission 9	15,076	27,915	55,996
Other	8,793	23,500	27,200
	<u>197,470</u>	<u>267,398</u>	<u>292,806</u>
Administrative			
Administration - Wages & Benefits	1,162,922	1,193,550	1,396,300
Office Building	210,443	180,871	203,500
Supplies	154,903	184,000	210,600
Solicitor	38,525	50,000	50,000
Professional Fees	11,732	110,000	75,000
Other	117,582	119,018	117,500
	<u>1,696,107</u>	<u>1,837,439</u>	<u>2,052,900</u>
Other General Government Services			
Website/Other	2,611	3,000	3,000
Community Communications (Team)	3,699	63,500	65,500
Civic Relations	2,026	1,000	1,500
Insurance	278,436	330,201	312,900
Donations	22,703	36,500	36,500
Cost of Assessment	324,536	362,933	362,933
Property Taxes - L.P.P.	17,410	18,000	18,618
Fox Farm Rental Expenses	14,167	4,000	4,000
	<u>665,588</u>	<u>819,134</u>	<u>804,951</u>
<b>Total General Government Services</b>	<b><u>2,559,165</u></b>	<b><u>2,923,971</u></b>	<b><u>3,150,657</u></b>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>Protective Services</b>			
Police			
Police Protection	3,256,798	3,372,789	3,418,030
Crime Stoppers	2,800	2,800	2,800
	<u>3,259,598</u>	<u>3,375,589</u>	<u>3,420,830</u>
Fire			
Fire Protection	2,575,671	2,860,185	2,910,000
Water Costs Fire Protection	330,000	335,000	335,000
	<u>2,905,671</u>	<u>3,195,185</u>	<u>3,245,000</u>
Emergency Measures			
EMO Director/Committee	0	50,000	1,000
	<u>0</u>	<u>50,000</u>	<u>1,000</u>
Other			
Animal & Pest Control	3,665	2,500	3,500
Other	0	0	1,000
	<u>3,665</u>	<u>2,500</u>	<u>4,500</u>
<b>Total Protective Services</b>	<u><b>6,168,934</b></u>	<u><b>6,623,274</b></u>	<u><b>6,671,330</b></u>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>Transportation Services</b>			
Common Services			
Administration (Wages & Benefits)	1,356,639	1,648,000	1,708,500
Workshops, Yards & Equipment	848,768	824,261	801,261
Engineering	17,841	7,500	7,500
	<u>2,223,248</u>	<u>2,479,761</u>	<u>2,517,261</u>
Roads & Streets	71,547	77,000	67,000
Crosswalks & Sidewalks	16,075	35,570	36,800
Culverts & Drainage Ditches	105,525	100,000	100,000
Street Cleaning & Flushing	17,611	10,000	10,000
Snow & Ice Removal	864,561	1,172,000	1,267,000
Flood Costs	2,586	0	0
	<u>1,077,905</u>	<u>1,394,570</u>	<u>1,480,800</u>
Street Lighting	151,763	150,000	190,000
Traffic Services			
Street Signs	9,361	15,000	20,000
Traffic Lanemarking	32,120	35,000	40,000
Traffic Signals	23,325	20,000	20,000
Railway Crossing	22,167	25,000	26,000
	<u>86,973</u>	<u>95,000</u>	<u>106,000</u>
Public Transit			
Public Transit - Comex Service	74,940	88,895	90,673
Public Transit - Other	1,752	2,500	2,500
	<u>76,692</u>	<u>91,395</u>	<u>93,173</u>
<b>Total Transportation Services</b>	<b><u>3,616,581</u></b>	<b><u>4,210,726</u></b>	<b><u>4,387,234</u></b>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>Environmental Health Services</b>			
Solid Waste Disposal Land Fill garbage	235,704	248,360	300,000
Solid Waste Disposal Landfill Compost	32,067	40,000	40,000
Solid Waste Collection Fero	647,103	700,000	615,000
Solid Waste Recycling bins	13,654	4,000	0
Clean Up Campaign	22,997	40,000	40,000
	<b>951,525</b>	<b>1,032,360</b>	<b>995,000</b>
<b>Environmental Development Services</b>			
<b>Planning &amp; Zoning</b>			
Administration	344,490	579,000	564,500
Planning Projects	16,333	25,000	10,000
Heritage Committee	0	5,000	0
	<b>360,823</b>	<b>609,000</b>	<b>574,500</b>
Envision Saint John	191,576	139,090	147,372
Tourism	15,056	5,000	2,000
	<b>206,632</b>	<b>144,090</b>	<b>149,372</b>
	<b>567,455</b>	<b>753,090</b>	<b>723,872</b>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>Recreation &amp; Cultural Services</b>			
Administration	447,307	439,500	493,600
Beaches	59,872	64,000	66,500
Rothsay Arena	419,803	380,500	405,600
Memorial Centre	91,702	72,850	76,000
Summer Programs	81,385	98,000	101,225
Parks & Gardens	679,752	868,000	857,750
Rothsay Common Rink	74,521	96,150	102,500
Wells Bdlg	4,655	44,500	54,505
Train Station	0	29,600	0
Playgrounds and Fields	126,775	134,000	156,500
The Hive expenses	10,133	14,500	18,650
Regional Facilities Commission	360,560	334,675	329,491
Regional Facilities Commission Capital	16,240	157,688	199,357
Kennebecasis Public Library	89,932	98,994	96,162
Special Events	40,557	44,000	45,500
PRO Kids	7,500	7,500	7,500
Rothsay Living Museum	315	500	0
	<b>2,511,009</b>	<b>2,884,957</b>	<b>3,010,840</b>

	Actual 2023	BUDGET 2024	DRAFT BUDGET 2025
<b>Fiscal Services</b>			
Debt Charges			
Interest	223,872	223,872	204,941
Debenture Payments	667,000	714,000	671,000
	<u>890,872</u>	<u>937,872</u>	<u>875,941</u>
Transfers To:			
Capital Fund for Capital Expenditures	4,519,371	4,250,000	4,250,000
Capital Projects Funded by Grants			
Reserve Funds	1,045,265	150,000	0
	<u>5,564,636</u>	<u>4,400,000</u>	<u>4,250,000</u>
	<u><b>6,455,508</b></u>	<u><b>5,337,872</b></u>	<u><b>5,125,941</b></u>



## UTILITY OPERATING FUND BUDGET 2025 HIGHLIGHTS

1. Total Revenue \$4,244,000
2. Revenue from sale of water of \$1,160,000 includes a 4.5% increase in rates (base water rate - \$1.35 per cubic metre and \$235 per annum fixed fee)
3. Revenue from sewerage services \$2,400,000 includes a 10.5% increase of \$50 to an annual base rate of \$525 per equivalent user per year
4. Aggregate “typical” residential utility fees total approximately \$1,130 annually
5. Total operating expenses, including debt service charges but excluding capital from operating, increased to \$3,382,000 (7.03%)
6. Increase in fiscal services to reflect increase in debenture payments from 2024 capital projects
7. Capital from Operating increased to \$775,000

- <b>Expenses:</b>	2025	2024
Water Supply	\$ 1,366,000	\$ 1,287,650
Sewer Collection and Disposal	1,088,000	1,040,675
Fiscal Services	<u>928,000</u>	<u>831,675</u>
Total	<u>\$ 3,382,000</u>	<u>\$ 3,160,000</u>

- <b>Revenue:</b>	2025	2024
Water services	\$ 1,160,000	\$ 1,165,000
Sewerage services	2,400,000	2,154,300
Other Revenue	<u>684,000</u>	<u>665,700</u>
	<u>\$ 4,244,000</u>	<u>\$ 3,985,000</u>

2025 UTILITY OPERATING FUND BUDGET

	YTD September 30, 2024	YE December	2024 Budget	2025 Budget	
<b>REVENUE</b>					
1 Sale of Water	\$ 892,647	\$ 1,142,647	\$ 1,165,000	\$ 1,160,000	4.5%
2 Water Connection Fees	107,525	110,000	50,000	50,000	
3 Meter and Non-Hookup Fees	48,020	64,020	<b>63,500</b>	<b>62,000</b>	
4 Water Supply for Fire Protection	335,000	335,000	335,000	340,000	
5 Sewerage Services	2,185,397	2,185,397	2,154,283	2,400,000	10.0%
6 Sewer Connection Fees	72,800	75,000	25,000	25,000	
7 Infrastructure grants	396,841	400,000			
8 Interest Earned	86,868	110,000	90,000	100,000	
9 Transfer from operating reserve	-	-			
10 Prior Years surplus	33,993	33,993	33,993	40,521	
11 Local improvement levy	58,881	58,881	59,000	59,000	
12 Misc Revenue (meter reading)	5,263	6,062	9,224	7,479	
<b>TOTAL REVENUE</b>	<b>\$ 4,223,235</b>	<b>\$ 4,521,000</b>	<b>\$ 3,985,000</b>	<b>\$ 4,244,000</b>	

**EXPENDITURES**

<b>WATER SUPPLY</b>					
13 Share of Overhead Expenses	164,588	219,450	219,450	240,000	
Wages and benefits	162,162	230,000	240,000	250,000	
14 Profess. Fees/Legal/Training	11,418	16,000	16,000	16,000	
15 Purification/Treatment	567,319	717,319	568,000	615,000	
16 Water Purchased	1,113	1,500	1,200	1,500	
17 Trans/Distribution	51,294	80,000	130,000	130,000	
18 Power & Pumping	39,205	56,000	56,000	65,000	
19 Billing and Collections	1,765	2,500	5,000	3,500	
20 Other Expenses	8,307	40,000	32,000	30,000	
McGuire Road Operating	18,964		20,000	15,000	
<b>TOTAL WATER SUPPLY</b>	<b>\$ 1,026,135</b>	<b>\$ 1,362,769</b>	<b># \$ 1,287,650</b>	<b>\$ 1,366,000</b>	

<b>SEWERAGE COLLECTION AND DISPOSAL</b>					
21 Share of Overhead Expenses	246,881	329,175	329,175	360,000	
Wages and benefits	270,000	360,000	360,000	375,000	
22 Profess. Fees/Legal/Training	9,403	15,000	15,000	15,000	
23 Collection System	27,893	50,000	105,000	98,000	
24 Lift Stations	80,529	110,000	82,500	85,000	
25 Treatment/Disposal	73,028	95,000	121,000	125,000	
26 Other Expenses	21,415	30,000	28,000	30,000	
<b>TOTAL SEWERAGE COLL &amp; DISP</b>	<b>729,149</b>	<b>989,175</b>	<b>1,040,675</b>	<b>1,088,000</b>	

\$ 1,755,284 \$ 2,351,944 \$ 2,328,325 \$ 2,454,000

<b>FISCAL SERVICES</b>					
27 Interest on Short Term Loans			2,026	75,000	
28 Interest on Long Term Debt- Water	137,051	127,737	127,737	113,104	
29 Interest on Long Term Debt- Sewer	-	136,477	136,477	144,028	
30 Principal Repayment- Water	209,708	346,133	346,133	359,039	
31 Principal Repayment- Sewer		219,302	219,302	236,961	
32 New Debenture			-	-	
33	346,759	829,649	831,675	928,132	
34					
35 Trf to Reserves - connect fees		110,000	75,000	75,000	
36 Trf to Reserves-Dev infrastruc.					
37 Trsfr to Reserve Accts - other		5,686			
38 Capital Fund	-	750,000	750,000	775,000	
39 Prev Yrs Deficits					
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 346,759</b>	<b>\$ 1,695,335</b>	<b>\$ 1,656,675</b>	<b>\$ 1,778,132</b>	

<b>TOTAL EXPENSES</b>	<b>\$ 2,102,043</b>	<b>\$ 4,047,279</b>	<b>\$ 3,985,000</b>	<b>\$ 4,232,132</b>	
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<b>NET INCOME (LOSS)</b>	<b>\$ 2,121,192</b>	<b>\$ 473,721</b>	<b>\$ 0</b>	<b>\$ 11,868</b>	
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