

ROTHESAY

SPECIAL COUNCIL MEETING BY VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and

the Province of New Brunswick

State of Emergency (declared 19 March 2020)

Monday, November 30, 2020 at 6:00 p.m.



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR GRANT BRENNAN
COUNCILLOR PETER J. LEWIS
COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA
COUNCILLOR MIRIAM WELLS

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
TREASURER DOUG MacDONALD
ADMINISTRATIVE ASSISTANT LIZ POMEROY

Mayor Grant called the videoconference to order at 6:00 p.m. noting she, Town Manager Jarvie, and Town Clerk Banks are present in the Sayre Room at Rothesay Town Hall, observing physical distancing requirements, and wearing masks. Council members and staff were connected remotely.

1. APPROVAL OF AGENDA

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the agenda be approved as circulated, with the addition of:

- Saint John Theatre Company donation request (*addendum to Item 2.1*)
- Item 2.3 Council Chambers modifications

CARRIED.

2. 2021 ROTHESAY BUDGET

2.1 2021 General Operating Fund

30 November 2020	General Operating Fund Budget Highlights
26 November 2020	Motions for General Fund Capital and Operating Budgets
2021	General Fund Master Budget
2021	General Fund Capital Plan Summary
26 November 2020	Motions for 2021 Donations requests

Mayor Grant reported residents were asked to submit written comments before noon on November 24, 2020. She noted no comments were received following the public budget presentation on November 16, 2020.

Treasurer MacDonald commented on the procedure noting a public budget presentation (videoconference) was held on November 16, 2020 and residents were asked to submit comments before a deadline of noon on November 24, 2020; no comments were received. He reported since the public budget presentation minor changes were incorporated to reflect further inputs received such as: debenture costs for 2021, a decrease in the Worksafe New Brunswick cost of roughly \$35,000, and a \$25,000 increase in the Town's insurance expense. He added the Finance Committee reviewed the adjustments on November 26, 2020. The proposed recommendations are required in order to submit the budget to the Province for approval.

Mayor Grant asked if there are any questions from Council. Counc. Shea inquired about the decrease from \$300,000 to \$125,000 for the Stormwater Management Plan. Treasurer MacDonald advised the project is actively underway now and the amount reflects the anticipated carryover to 2021.

ROTHESAY

Special Council Meeting (*by videoconference*)

Minutes

-2-

30 November 2020

MOVED by Counc. Brenan and seconded by Counc. Shea the General Fund 2021 Capital Budget of \$5,500,000 be approved.

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of **\$18,883,000** be the total operating budget of the Municipality, that the sum of **\$17,002,299** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2400**; and further Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

ON THE QUESTION:

Treasurer MacDonald noted it is unclear if the name of the provincial department has changed, until this is confirmed the recommendation includes the same department name used last year. Mayor Grant noted an understanding that the name has not changed but there are now two portfolios within the department, which causes some confusion.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea the Rothesay contribution to the 2021 budget of the Regional Economic Development Agency be approved at \$152,000.

ON THE QUESTION:

Mayor Grant explained this is Rothesay's contribution to the new regional economic agency. The 2021 contribution reflects almost a 50% increase over Rothesay's 2020 contribution to economic development.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea the 2021 budget of the Kennebecasis Public Library be approved at \$227,872 and the Rothesay contribution be approved as \$88,843.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea the 2021 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,624,058 and the Rothesay contribution be approved as \$2,262,703.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Mackay French the 2021 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$333,000 and the Rothesay contribution be approved as \$136,031.

ON THE QUESTION:

Mayor Grant explained this includes Rothesay's share of the renovations for Station 2.

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the 2021 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$6,991,990 and the Rothesay contribution be approved as \$2,802,204.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Mackay French the Rothesay contribution to the 2020 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be increased by \$100,000 to address extraneous costs, funding to be obtained from the Operating reserve.

CARRIED.

ROTHESAY

Special Council Meeting (*by videoconference*)

Minutes

-3-

30 November 2020

MOVED by Counc. Brenan and seconded by Counc. Lewis the following 2021 funding request be approved as follows:

Rothsay High School \$ 1,000 Fairweather Scholarship

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the following 2021 funding request be approved as follows:

KV3C \$ 2,500 maximum, in kind

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea the 2021 funding request from Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the 2021 funding request from PRO Kids be approved in the amount of \$7,500.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea the 2021 funding request from KV Oasis be approved in the amount of \$2,500.

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the 2021 funding request from NB Medical Education Foundation be approved in the amount of \$5,000.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Mackay French the 2021 funding request from Symphony NB be approved in the amount of \$2,500.

CARRIED.

Addendum:

Treasurer MacDonald advised a donation request was received from the Saint John Theatre Company. The request was reviewed, and the Finance Committee has recommended a 2021 donation in the amount of \$1,000 be approved. .

MOVED by Counc. Brenan and seconded by Counc. Mackay French a funding request in the amount of \$1,000 be approved for 2021 for the Saint John Theatre Company.

ON THE QUESTION:

Counc. Brenan commented the Mayor's expenditure is also used to cover requests of a similar nature. Mayor Grant explained the Mayor's expenditure is typically used to grant smaller requests.

CARRIED.

ROTHESAY

Special Council Meeting (by videoconference)

Minutes

-4-

30 November 2020

2.2 2021 Utility Fund

- 30 November 2020 Utility Operating Fund Highlights
- 30 November 2020 Utility Capital Fund Highlights
- 26 November 2020 Motions for Utility Fund Capital and Operating Budgets
- 2021 Utility Operating Fund Budget
- 2021 Utility Capital Plan

Treasurer MacDonald advised the only change from the public budget presentation is to reflect the inputs received for debenture payments. He added the proposed water and sewer rates reflect a 2.5% increase as discussed at the November 16, 2020 public budget presentation.

MOVED by Council. Brenan and seconded by Council. Shea the Utility Fund 2021 Capital Budget of \$3,938,000 be approved.

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,558,000 and total expenditures of \$3,558,000.

CARRIED.

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander the Sewer Service Charge (Section 9) in schedule "B" of by-law 1-15 be \$400.00 per equivalent user unit.

ON THE QUESTION:

Treasurer MacDonald reiterated the proposed increase was discussed at the public budget presentation on November 16, 2020.

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the Water User Charges (Section 7) Fixed Component fee schedule "E" of by-law 1-18, page 1, be changed to the following rates:

Meter Size	Factor	Fixed Charge per Qtr	Annual Charge
5/8	1.00	\$ 51.25	\$ 205.00
3/4	1.44	\$ 73.80	\$ 295.20
1	2.56	\$ 131.20	\$ 524.80
1-1/2	5.76	\$ 295.20	\$ 1,180.80
2	10.24	\$ 524.80	\$ 2,099.20
4	40.96	\$ 2,099.20	\$ 8,396.80
6	92.16	\$ 4,723.20	\$ 18,892.80
8	163.84	\$ 8,396.80	\$ 33,587.20

ON THE QUESTION:

In response to an inquiry, Treasurer MacDonald confirmed the changes reflect a 2.5% increase “across the board”.

CARRIED.

ROTHESAY

Special Council Meeting (by videoconference)

Minutes

-5-

30 November 2020

MOVED by Counc. Brennan and seconded by Counc. Shea the Water System Consumption Charges - schedule "E" of by-law 1-18, page 2, be changed to the following rates per quarter:

	Up to 96 m3	Over 96 up to 800 m3	Above 800 m3
Single Family Residence	\$1.18	\$1.77	\$2.655
Residence with rental or self contained unit	\$1.18	\$1.77	\$2.655
Apt building up to 3 units	\$1.18	\$1.77	\$2.655
Townhouses – individual meters	\$1.18	\$1.77	\$2.655
Commercial	\$1.18	\$1.77	\$2.655
	Up to 72 m3/unit	Over 72 up to 600 m3/unit	Above 600 m3/unit
Apt building 4 units or more	\$1.18	\$1.77	\$2.655
Townhouses group meters	\$1.18	\$1.77	\$2.655

	Up to 3,250 m3	Over 3,250 m3
Institutional (schools)	\$1.18	\$1.77

CARRIED.

Addendum:

2.3 Council Chambers modifications

Mayor Grant explained Council has expressed interest in resuming in-person meetings. Town Manager Jarvie advised to accommodate physical and technological upgrades required in Council chambers the cost is estimated between \$80,000 – 90,000. In response to an inquiry, Town Manager Jarvie confirmed the majority of the cost is for audio system upgrades.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve an extraordinary expenditure of \$80,000 – 90,000 to equip the Common Room for in-person Council meetings with the funds to come from the 2020 operations reserve.

CARRIED.

3. NEXT MEETING

The next meeting is scheduled as follows:

Regular Meeting

Monday, December 14, 2020 at 4:00 p.m.


4. ADJOURNMENT

MOVED by Counc. McGuire and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:30 p.m.


MAYOR


CLERK