



ROTHESAY
SPECIAL COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, October 30, 2023
7:00 p.m.



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER (*electronic participation*)
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR PETER J. LEWIS
COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR BILL McGUIRE (*electronic participation*)
COUNCILLOR DON SHEA

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

Mayor Grant called the meeting to order at 7:01 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. Mackay French and seconded by Counc. Lewis the agenda be approved as circulated.

CARRIED.

2. DRAFT 2024 Rothesay Budgets (Presentation by the Treasurer)

2.1 30 October 2023 Memorandum from Treasurer MacDonald

Mayor Grant invited Treasurer MacDonald to give a presentation. Treasurer MacDonald confirmed questions can be put forth during the presentation.

Treasurer MacDonald shared: the plan to post the budget to the Rothesay website; development of the budget using input from staff and various committees, the 2023 budget/actuals, and budgets from external agencies (FRSC, police, fire, and library boards); the objective to present a final draft of the operating budgets to Council, for approval, at the November 14th meeting, and subsequently submit them to the Province for the November 15th deadline; and the deadline for public comments (November 3rd at 8 a.m.); another Finance Committee meeting could be scheduled for Tuesday, November 7th, if necessary; the primary revenue sources for the two separate operating budgets – General (property taxes) and Utility (water and sewer charges); and intent to discuss the capital budget at the December Council meeting as approval is not required from the Province.

2.2 Draft 2024 General Operating Fund Budget

- General Operating Fund Draft Budget Highlights
- Draft 2024 General Operating Fund Budget
- Assessments and Tax Rates

Treasurer MacDonald reviewed items of note:

- A confirmed increase in the assessment base of 10.8% (1% relates to new construction)
- Continuation of the base residential property tax rate of \$1.19 per \$100 of assessed value
- Continuation of the non-residential tax rate at a multiplier of 170%
- Recent assessment and tax rate history 2021-2024 including municipal and provincial rates and cost of assessment
- No significant changes to other revenue sources
- Reduction of “core” equalization funding of \$26,000 (year 2 of 5)
- Carry forward surplus (2022) of \$128,845 (\$145,000 less than previous year’s surplus)

ROTHESAY

Special Council Meeting
Minutes

-2-

30 October 2023

- Utility Fund Overhead Transfer 5% increase (utility fund payment for expenses incurred in the general fund)
- 9.4% increase in total revenue over 2023
- Expenditures (9.4% increase in total expenses over 2023)
 - o Wages and benefits (represents approx. 25% of total expenditures) – aggregate increase from 2023 of 9%
 - Impacted by collective agreements, general rate of inflation, two new positions and internal job realignment, expansion of services (new recreation facilities), and cost of benefits program (11% increase – program covered by the Town for full-time employees)
 - o Protective Services
 - Fire Protection – 9.75% increase which includes capital
 - EMO – addition of \$50,000 (under fire protection – Town also has other direct expenses)
 - Police Services – 3.38% increase
 - o General Government (12.5% increase)
 - FRSC “corporate” charges - \$19,000
 - IT licenses and subscriptions - \$40,000
 - Professional fees (recruiting) - \$75,000
 - Communications planning - \$50,000
 - Insurance – projected 10-15% increase for inflation and new properties
 - Cost of assessment - \$30,000
 - o Transportation Services (14.8% increase)
 - Payroll - \$90,000 (includes potential new hire and aggregate change in payroll)
 - Snow and ice removal contract - \$360,000 (large increase from contract set six years prior – new contract is fixed for four years)
 - o Environmental Health (-4.3%)
 - Tipping fee increase
 - Potential recycling savings (figures not finalized)
 - o Environmental Development (-4.4%)
 - Reduction in project expense (nearing completion of Zoning By-law project) - \$30,000
 - o Recreation and Cultural (15.6% increase)
 - Payroll – staffing adjustments including realignment of positions and new hires
 - Library budget increase
 - Building maintenance – operating costs for new Wells Building
 - o Capital from Operating
 - Inflationary pressure on capital project costs

2.3 Draft 2024 Utility Operating Fund Budget

- Utility Operating Fund Draft Budget Highlights
- Draft 2024 Utility Operating Fund Budget
- Draft 2024 Utility Rate Summary

Treasurer MacDonald spoke of a proposed increases in water (4.3%) and sewer (9.2%) rates:

- Base water rate from \$1.24 to \$1.29 per cubic metre and \$215 to \$225 per annum fixed fee
- Sewer rate increase from \$435 to \$475 per equivalent user per year
- “Typical” single family residential aggregate annual fee increased to \$1,055 (2024) from \$990 (2023)

ROTHESAY

Special Council Meeting
Minutes

-3-

30 October 2023

Treasurer MacDonald spoke of the following:

- Revenue
 - o A transfer from the General Fund to the Utility Fund for Fire Protection
 - o Projected reduction in connection fees
- Expenses
 - o 7% increase in water expenses
 - o 5.7% increase in sewer expenses
 - o Fiscal Services decreased owing to transfer for connection fees
- Capital from Operating increased from \$700,000 (2023) to \$750,000 (2024)

Mayor Grant thanked Town staff and committees for preparation of the budget. She noted the budget will be presented to Council at its November 14th meeting following receipt of public input (until November 3rd).

As Chair of the Finance Committee, Deputy Mayor Alexander reiterated appreciation for Town staff and committees, noting the budget was reviewed in detail and is felt to reflect the current needs of the town.

Following Council inquiries, staff noted that building maintenance expenses also relate to operating costs for the potential purchase of the Rothesay Train Station (not finalized); and there will be more staff presence at the Wells Park following opening of the Wells Building.

Town Manager Jarvie mentioned that staff have tried to develop a reasonable budget to address rising costs (fuel, materials, consultants, labour, power, and more – a common issue faced by private businesses and residents), while continuing to improve the community.

As a reminder, Treasurer MacDonald noted the deadline for public comments is 8 a.m. on November 3rd. Mayor Grant summarized, noting the Draft 2024 General Fund and Utility Fund Operating budgets show no changes to the municipal residential tax rate of \$1.19 per \$100 of assessment or the non-residential multiplier of 170%, and propose a 4.3% increase in water rates and a 9.2% increase in the sewer rate. She concluded by restating the deadline for public comments, which can be submitted by email to rothesay@rothesay.ca, and noted all comments will be discussed by the Finance Committee.

3. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting

Tuesday, November 14, 2023

4. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:32 p.m.

Original signed by Mayor Grant

Original signed by Town Clerk Banks

MAYOR

CLERK