

# ROTHESAY

## COUNCIL MEETING BY TELECONFERENCE

Pursuant to the *Local Governance Act* and  
the Province of New Brunswick  
State of Emergency (declared 19 March 2020)  
**Tuesday, April 14, 2020 at 7:00 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 (*left the teleconference at 8:35 p.m.*)

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 meeting to order at 7:00 p.m. noting the meeting is being held via teleconference to ensure adherence to proper physical distancing during the COVID-19 pandemic; and under the provincial State of Emergency (declared 19 March 2020). She outlined procedural changes to accommodate the different forum. Mayor Grant noted the audio was being broadcast as a live stream on YouTube.

### 1. APPROVAL OF AGENDA

**MOVED** by Counc. Mackay French and seconded by Counc. Brennan the agenda be approved with the following amendment:

- Item 9.1 2019 Audited Rothesay Financial Statements be brought forward to follow Item 4.1  
**CARRIED.**

### 2. ADOPTION OF MINUTES

- Regular Meeting 9 March 2020

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Open Session Council minutes of March 9, 2020 be adopted as circulated.

**CARRIED.**

- **Business Arising from Minutes**  
N/A

### 3. OPENING REMARKS OF COUNCIL

Mayor Grant expressed condolences on behalf of Council and staff to the family and friends of Sheila Croteau, who passed tragically in a house fire in Rothesay on April 5<sup>th</sup>.

#### 3.1 Declaration of Conflict of Interest

Counc. Wells declared a conflict of interest for Item 9.10 Engineering Design - Alexander Avenue and Rothesay Park Road.

# ROTHESAY

Regular Council Meeting (by teleconference)

Minutes

-2-

14 April 2020

## 4. DELEGATIONS

### 4.1 2019 Audited Rothesay Financial Statements

Treasurer Doug MacDonald, CPA, CA

Auditors Teed Saunders Doyle & Co.

Peter Logan, CPA, CA (see item 9.1)

Mayor Grant noted Town Treasurer Doug MacDonald, and Mr. Peter Logan of Teed Saunders Doyle & Co. will be presenting the 2019 Audited Rothesay Financial Statements. Treasurer MacDonald highlighted the following:

- A general overview of the differences between the final audited financial statements (consolidated) and the monthly operating financial statements
- Jointly controlled entities (police, fire, and library) allocations are determined based upon funding formulas and contracts
  - There was a \$1,363 decrease due to a change in ownership percentage in 2019
- Reconciliation of Annual Public Sector Accounting Standards (PSAS) Surplus for 2019 was \$2,042,704 compared to \$2,860,949 in 2018
- Reconciliation of 2019 Annual Operating Fund Surplus (to be carried over to the 2021 budget):
  - General Fund \$32,148
  - Utility Fund \$34,573
- Revenue Sources
  - 71% Property Tax Warrant
  - 0% Unconditional Grant
  - 9% Conditional Grants
  - 13% Water and Sewer Fees
  - 2% Sale of Services
  - 5% Other
- 3.41% increase in the property tax warrant (due to increased assessment values), and a 1.0% increase in utility revenue (due to an increase in properties or “customers”)
- 2019 summary of the property tax rate (\$1.24), the municipal tax base (\$1,293,791,950), the property tax warrant (\$16,043,022), the annual sewer rate (\$370), base water rate per cubic meter (\$1.15), and the total utility revenue (\$2,954,811)
- The water and sewer rates remain unchanged for the past 3 years
- Revenue variances include:
  - Conditional Government Transfers
    - Grants relating to the Sewer project = \$280,000
    - Gas Tax revenue = \$1,300,000
  - Other revenue
    - Disaster Financial Assistance (DFA) = \$207,000
    - Flood insurance proceeds = \$196,500
  - Water and Sewer Revenue
    - Connection fees = \$118,300
- Expenses by Function
  - 28% Transportation Services
  - 24% Protective Services
  - 10% General Government Services
  - 17% Water and Sewer Services
  - 15% Recreation and Cultural Services
  - 3% Environmental Development Services
  - 3% Environmental Health Services

## ROTHESAY

Regular Council Meeting (by teleconference)

Minutes

-3-

14 April 2020

- Expenditure variances include:
  - Recreation Services
    - McGuire Centre repairs = \$140,000 (offset by insurance recoveries)
      - Higher flood levels but less damage due to protective barrier constructed in 2019
      - Lag in 2018 flood damage expenditures
  - Transportation
    - Flood costs = \$215,000 (offset by recoveries of \$196,000)
    - Assets written off = \$187,000
    - Road surface improvements = \$80,000
    - Salt and sand = \$50,000 (budget increase to accommodate need)
  - Water and Sewer
    - Maintenance = \$90,000
    - Water treatment costs = \$80,000 (capital budget)
- Capital asset continuity: loss on disposal (\$193,490)
  - Includes Rothesay's share of assets of jointly controlled entities
- Summary of new capital additions by major projects
- Net debt per capita is \$1,100 up from \$1,080 in 2018
- Provincial rules for debt service cost are 20% maximum allowable for the general fund and 50% for water/sewer
- 2019 Rothesay debt service costs are 6.6% for general (down from 6.8% in 2018), and 20.97% for water/sewer (up from 16.9% in 2018)
- Long term debt has decreased to \$15,011,162 from \$16,565,346 (2018), however this may be misleading as new debt of 1,000,000 for Transportation (Church Avenue) is expected in 2020

Treasurer MacDonald highlighted the addition of one commitment note with respect to the snow-clearing contract to April 2021 to the final 2019 audited financial statements.

Mr. Logan explained the audit process noting the fieldwork was completed prior to measures implemented for the COVID-19 pandemic, it was a clean audit, and full cooperation was received from Town staff. He added Note 21 in the Auditors Report acknowledges the full implications of the COVID-19 pandemic on the financial assets, and condition of the Town are unknown at this time. He noted a governance letter was sent to Treasurer MacDonald to confirm the findings of the clean audit.

Counc. Brenan noted the annual PSAS surplus of \$2,042,704 may not be considered readily available "cash" however there are larger sums available for use in Reserves. Treasurer MacDonald advised use of some reserves, such as the Gas Tax Fund, require Provincial approval through submission of an annual plan. He clarified the PSAS surplus is not considered surplus funds generated through operations for use by the organization.

Council inquired about the following: Unconditional grant revenue (0%), Gas Tax revenue (\$1,300,000), adequacy of internal controls, accrued sick leave, post employment benefits payable; and accounts receivable - water and sewer, and arena.

Treasurer MacDonald responded with the following: an unconditional grant of \$122,000 was received however the amount in comparison to other revenue was minimal and translated to a percentage of less than 1%; typically Rothesay receives roughly \$880,000 annually in Gas Tax Funds, however in 2019 the federal government provided a one-time payment of \$1.6 million dollars instead but only \$1.3 million dollars was used; accrued sick leave liability is determined based on how many sick days are used compared to the amount allotted; as employees retire the post employment benefits payable liability decreases; the amount has increased from \$395,220 (2018) to \$408,322 because there has been minimal turnover; individuals employed by the Town for more than ten years are eligible for the

# ROTHESAY

Regular Council Meeting (*by teleconference*)

Minutes

-4-

14 April 2020

Retirement Allowance Program; the amounts in accounts receivable - water and sewer, and arena, depict funds that are owed to the Town as of December 31, 2019; the total includes amounts in arrears but does not reflect payments received in January or February of 2020; and staff actively pursue collection of overdue charges however typically full payment, including accrued interest, is received during property transfers.

Mr. Logan advised during the audit Rothesay's internal controls were tested and proven to be adequate. He added, if necessary, recommendation letters are issued to organizations with inadequate internal controls and the letters identify required improvements.

Deputy Mayor Alexander suggested a schedule be created to identify anticipated payment of liabilities such as accrued sick leave or post employment benefits. Town Manager Jarvie clarified Town employees are not compensated for unused sick leave.

Counc. McGuire questioned if water and sewer services are suspended for properties with accounts in arrears. He suggested arena fees be paid upfront to prevent overdue charges. Town Manager Jarvie advised water has been shut off to properties with accounts in arrears, however the suspension of sewer services poses a greater challenge due to the nature of the process and potential public health concerns. Counc. Lewis noted property transfers cannot be completed until overdue charges are paid. Mr. Logan added the issue of unpaid utility charges is not uncommon for municipalities.

## **Item brought forward.**

### **BUSINESS ARISING FROM DELEGATION**

#### **9.1 2019 Audited Rothesay Financial Statements**

7 April 2020

Memorandum from Treasurer MacDonald

31 December 2019

Draft Rothesay Consolidated Financial Statements

**MOVED** by Counc. Brenan and seconded by Counc. Shea Council approves Rothesay's 2019 audited financial statements, with the addition of one commitment note with respect to the snow-clearing contract to April 2021, and authorizes the Mayor and Treasurer to sign the financial statements.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire Council authorize the Mayor and Treasurer to sign the Audit Communication letter from Teed Saunders Doyle & Co.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea Council appoint Teed Saunders Doyle & Co. to complete the audit of Rothesay's 2020 Financial Statements at a fee to be negotiated.

**CARRIED.**

Council thanked Treasurer MacDonald and Mr. Logan for their presentation. Mr. Logan thanked Council and left the teleconference.

## **5. CORRESPONDENCE FOR ACTION**

5.1 21 February 2020

Funding request from the Saint John Theatre Company

**MOVED** by Counc. Shea and seconded by Counc. Wells the funding request from the Saint John Theatre Company dated 21 February 2020 be referred to the Finance Committee.

### **ON THE QUESTION:**

Counc. Wells noted it is likely the pandemic will affect the schedule and operations of the Saint John Theatre Company.

**CARRIED.**

## ROTHESAY

Regular Council Meeting (*by teleconference*)

Minutes

-5-

14 April 2020

5.2 18 March 2020 Funding request from United Way

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the funding request from United Way dated 18 March 2020 be referred to the Finance Committee.

ON THE QUESTION:

Counc. Wells suggested Rothesay contributions should go directly to individuals in the local community.

**CARRIED.**

5.3 7 April 2020 Letters from KRPF Sgt. Cantelo RE: Parking lots

**MOVED** by Counc. Wells and seconded by Counc. Lewis the letter from KRPF Sgt. Cantelo RE: Parking lots be referred to staff.

**CARRIED.**

5.4 9 April 2020 Letters from Quispamsis RE: Donation to KV Food Basket

Mayor Grant noted the request is time sensitive and it may be helpful to make a decision now.

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council approve a donation in the amount of \$1,000 to the KV Food Basket.

ON THE QUESTION:

It was agreed a donation in the amount of \$1,000 is equitable based on the populations of both communities.

**CARRIED.**

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 Various Multiple emails from resident RE: 5G Technology

**MOVED** by Counc. Shea and seconded by Counc. Wells the multiple emails from resident RE: 5G Technology be received/filed.

ON THE QUESTION:

Counc. Mackay French reported difficulty accessing the links provided in the correspondence.

**CARRIED.**

6.2 1 April 2020 Letter from New Brunswick Medical Education Foundation Inc.

**MOVED** by Counc. Lewis and seconded by Counc. Wells the letter from the New Brunswick Medical Education Foundation Inc. dated 1 April 2020 be received/filed.

**CARRIED.**

## 7. REPORTS

7.0 April 2020 Report from Closed Session  
N/A

7.1 29 February 2020 Draft unaudited Rothesay General Fund Financial Statements

**MOVED** by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 29 February 2020 be received/filed.

ON THE QUESTION:

Counc. Brenan inquired about the variance for street lighting. Treasurer MacDonald noted this relates to unanticipated repairs. Counc. Shea questioned why the Fox Farm rental revenue is listed separately from other rental revenue. Town Manager Jarvie advised this was done to indicate the property was a new rental facility. Counc. Shea suggested rental revenue items be listed together.

**CARRIED.**

## ROTHESAY

Regular Council Meeting (*by teleconference*)

Minutes

-6-

14 April 2020

29 February 2020 Draft unaudited Rothesay Utility Fund Financial Statements

**MOVED** by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 29 February 2020 be received/filed.

**CARRIED.**

7.2 20 March 2020 Draft Emergency Measures Committee Meeting Minutes

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the Draft Emergency Measures Committee Meeting Minutes dated 20 March 2020 be received/filed.

### ON THE QUESTION:

Counc. Lewis reported: the 20,000 sandbags were received; 88 letters were sent to residents in flood prone areas (22 responses were received); pallets of filled sandbags were shrink-wrapped and delivered to properties on Maliseet Drive, Alexander Avenue, and Mulberry Lane; deliveries will continue in the next few days; equipment is being used to deliver the pallets thus reducing strain on Town staff; residents have been asked not to remove the sandbags from their protective wrapping until needed; and the forecast does not anticipate flooding in the next five days. Town Manager Jarvie advised requests were received for 5,000 bags to-date and more requests are expected in the near future.

Counc. McGuire relayed that a resident has acquired a sandbagging machine and intends to offer onsite sandbagging services to property owners at a cost. There was general discussion with respect to the cost and capacity of the service. Counc. Lewis reported the resident charges more than the current cost of filled sandbags for the Town; and the machine was witnessed in action and he estimates a production of roughly 3,500-4,000 filled, and tied, sandbags in an 8 hour shift. He noted the machine is also able to place sandbags in desired locations.

**CARRIED.**

7.3 March 2020 Monthly Building Permit Report

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the Monthly Building Permit Report dated March 2020 be received/filed.

**CARRIED.**

7.4 8 April 2020 Capital Projects Summary

**MOVED** by Counc. Shea and seconded by Counc. Lewis the Capital Projects Summary dated 8 April 2020 be received/filed.

**CARRIED.**

7.5 2019 Kennebecasis Regional Police Annual Report

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Kennebecasis Regional Police Annual Report dated 2019 be received/filed.

**CARRIED.**

## 8. UNFINISHED BUSINESS

---

### TABLED ITEMS

**8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)

*No action at this time*

**8.2 Mayor's Round Table on Climate Change** (Tabled October 2019)

*No action at this time*

---

## ROTHESAY

Regular Council Meeting (by teleconference)

Minutes

-7-

14 April 2020

### 9. NEW BUSINESS

#### BUSINESS ARISING FROM DELEGATION

##### 9.1 2019 Audited Rothesay Financial Statements

7 April 2020 Memorandum from Treasurer MacDonald

31 December 2019 Draft Rothesay Consolidated Financial Statements

**Dealt with above (see item 4.1).**

#### OPERATIONS

##### 9.2 Emergency Water Storage Reservoir Repairs

9 April 2020 Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by Counc. Lewis Council authorize staff to issue a purchase order to Greatario Services in the amount of \$163,645.00 to replace the roof system on the Hillside Water Storage Reservoir.

#### ON THE QUESTION:

Deputy Mayor Alexander inquired about the ice build-up, and questioned if steps will be taken to prevent a reoccurrence. DO McLean advised prevention measures will include installation of a heater on the fill line as well as improvements to the mixing system. Counc. McGuire expressed concern noting the structure was constructed not long ago, and questioned if a warranty exists. Town Manager Jarvie advised the structure was constructed in 2011, and there is no warranty. However, staff have contacted the Town's insurer and an adjuster will be dispatched to investigate. Counc. Lewis requested clarification with respect to the details of the damage. DO McLean explained the tank is filled to 85% capacity and during "low-draw" periods a layer of ice can develop. A sudden draw on the supply dropped the water level and caused the suspended ice to fall and "bounce" due to its weight; subsequently smashing into the roof of the structure. He noted staff are exploring options to prevent the formation of ice in the tank or implementation of a lower maximum capacity (less than 85%). Counc. Brenan questioned if the damage to the roof opened the system up to external contaminants. DO McLean reported Town staff noticed the roof had separated but had not moved; a temporary repair was completed before the system could be compromised. He added staff are continuing to monitor the structure noting the repair has held thus far, however the extensive damage requires replacement of the entire roof system as soon as possible. He noted staff contacted the Department of Environment to report the issue, and testing was completed which revealed no adverse impact to the water quality. When questioned, Treasurer MacDonald noted the Town's insurer is aware the matter is time sensitive and approval was granted to proceed with the roof replacement as soon as possible. In response to an inquiry, Town Manager Jarvie advised the unbudgeted expense will be funded by the Utility Reserve.

**CARRIED.**

##### 9.3 Award – 2020 Asphalt Resurfacing and Microseal Placement – Contract T-2020-001

7 April 2020 Report prepared by DO McLean

**MOVED** by Counc. McGuire and seconded by Counc. Wells Council award Contract T-2020-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$2,078,383.50 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

#### ON THE QUESTION:

Counc. Brenan questioned if the recent drop in the price of oil will impact the overall cost. DO McLean reported there has not been a dramatic reduction in the cost of liquid asphalt. He advised there is a stipulation in the tender based on an industry accepted standard that allows the cost to be adjusted if there is a deviation in the cost of liquid asphalt of more than 5%.

**CARRIED.**

## ROTHESAY

Regular Council Meeting (by teleconference)

Minutes

-8-

14 April 2020

### 9.4 Tandem Dump Truck – Contract T-2020-003-B

7 April 2020

Report prepared by DO McLean

**MOVED** by Council. Wells and seconded by Council. McGuire Equipment Supply Tender T-2020-003-B: Tandem Dump Truck, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$169,640.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

**CARRIED.**

**MOVED** by Council. Wells and seconded by Council. Mackay French the supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$113,235.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

#### ON THE QUESTION:

Council inquired about the lifespan of the plow rigging, inclusion of a sander, repurposing old equipment, and expected delivery. It was noted: the lifespan of plow rigging can sometimes exceed the lifespan of the truck; a sander is included; the plow rigging is typically included when surplus equipment is sold however some equipment is kept for spare parts; delivery is estimated at 8-12 weeks for the truck and 4-6 months for the rigging; and the existing truck will be utilized until the replacement is received.

**CARRIED.**

### 9.5 Fleet Vehicle Purchase – Utility Department

7 April 2020

Report prepared by DO McLean

**MOVED** by Council. Lewis and seconded by Council. Mackay French Council accept the submission from Brett Chevrolet Cadillac Buick GMC at a base price of \$32,230.00 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

**CARRIED.**

## ADMINISTRATION

### 9.6 Pandemic Financial Implications

7 April 2020

Memorandum from Town Manager Jarvie

**MOVED** by Council. Wells and seconded by Council. Lewis the memorandum from Town Manager Jarvie RE: Pandemic Financial Implications dated 7 April 2020 be received/filed.

#### ON THE QUESTION:

There was discussion with respect to the impact and different measures employed by regional municipalities regarding human resources during the COVID-19 pandemic. Town Manager Jarvie advised arrangements were made to ensure Town staff are adhering to proper social distancing. He noted staff will continue to monitor the implications of COVID-19, and maintain business continuity while keeping working conditions as safe as possible. Council. McGuire noted the impact on municipal revenue is not as considerable as the loss of revenue for businesses in the private sector. He and Council. Wells noted the shifts and working from home protocols instituted are in line with measures encouraged by the federal government to respond to the pandemic. In response to an inquiry, Town Manager Jarvie advised the total incremental costs to date of personal protective equipment, sanitizers, disinfectants, signs and hazard tape, and lost productivity due to staff being sent home has not yet been identified.

### 9.7 R Insider Newsletter/Communications

7 April 2020

Memorandum from Town Clerk Banks

**MOVED** by Council. Wells and seconded by Deputy Mayor Alexander the memorandum from Town Clerk Banks RE: R Insider Newsletter/Communications dated 7 April 2020 be received/filed.

**CARRIED.**



## ROTHESAY

Regular Council Meeting (*by teleconference*)

Minutes

-9-

14 April 2020

### 9.8 Council meetings during Pandemic

7 April 2020

Memorandum from Town Clerk Banks

**MOVED** by Counc. Wells and seconded by Counc. Mackay French Rothesay Council shall hold its regular monthly Council meetings via teleconferencing or videoconferencing (as permitted under the *Local Governance Act*, SNB, c-17) until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.

#### ON THE QUESTION:

Council inquired about videoconferencing, and if committee meetings will be held via teleconferencing or videoconferencing. Town Manager Jarvie advised staff are exploring options to conduct Town meetings; however there are some challenges as not all individuals may have the necessary additional devices to participate by videoconferencing. The Town iPads provided to council members are used for the agenda package so another device would be required for videoconferencing.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French under the authority of Section 16 of the Rothesay Procedural By-law 2-14, Rothesay Council will hold its regular monthly meeting on the second Monday of every month, at 4:00 p.m. in the afternoon, until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.

#### ON THE QUESTION:

Mayor Grant noted scheduling the meeting earlier will eliminate the need for staff to make additional visits to Town Hall during the pandemic.

**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by Counc. Wells presentations during Council meetings will be restricted to members of Town Administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, until such time as other technology is employed that will facilitate external participation or the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.

**CARRIED.**

### 9.9 Rothesay Annual Report 2019

DRAFT

Rothesay Annual Report

**MOVED** by Counc. Mackay French and seconded by Counc. Lewis the Draft Rothesay Annual Report be referred back to staff for completion.

#### ON THE QUESTION:

Council commended Town staff on the report. It was noted there is a mix up between Council Travel expenses and Cell Phone expenses in Appendix D Council Remuneration; and donations to KV Crimestoppers, PRO Kids, and the KV Committee for the Disabled are missing under Appendix A. In response to inquiries, Town Manager Jarvie advised the new election date has not been determined, and the salary adjustments approved for incoming Council members will take effect June 1, 2020. Deputy Mayor Alexander commended the Mayor for her commitment to attending community events. Mayor Grant extended appreciation to Council members that also attended community events when she was unable to do so.

**CARRIED.**

Counc. Wells declared a conflict of interest and left the teleconference.

# ROTHESAY

Regular Council Meeting (by teleconference)

Minutes

-10-

14 April 2020

## 9.10 Engineering Design – Alexander Avenue and Rothesay Park Road

8 April 2020

Memorandum from Town Manager Jarvie

**MOVED** by Counc. Mackay French and seconded by Counc. Shea Dillon Consulting be engaged to provide Design and Tendering Phase Services for raising Alexander Avenue and Rothesay Park Road and associated appurtenances for an amount of \$50,000 plus HST with funding from the capital reserve.

### ON THE QUESTION:

Deputy Mayor Alexander requested clarification noting the cost is \$50,000 however the quote indicates \$110,000. Town Manager Jarvie advised the \$110,000 is for the design work, tendering and construction supervision (14-17% of the estimated project construction cost); the \$50,000 is solely for the design work. In response to an inquiry, Town Manager Jarvie advised the cost of raising the portions of Alexander Avenue and Rothesay Park Road will likely be included in the 2021 budget. Counc. Lewis expressed concern that raising Alexander Avenue to a standard 6 meter elevation may impact the driveways of some properties. Town Manager Jarvie advised it is expected the engineering design will identify, and plan to mitigate these concerns. He added a lower elevation may be required, and residents will be consulted for input. There was discussion with respect to the portion of Rothesay Park Road to be raised and the flow of flood waters. Town Manager Jarvie noted storm sewer infrastructure will be reviewed to determine if improvements can be made.

**CARRIED.**

## 10. NEXT MEETING

The next meeting is scheduled for Monday, May 11, 2020 at 4:00 p.m.

## 11. ADJOURNMENT

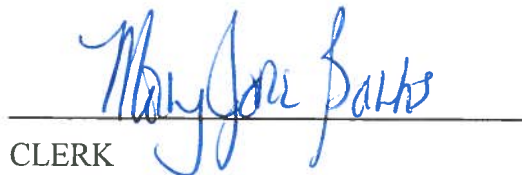
**MOVED** by Counc. Mackay French and seconded by Counc. Lewis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 8:45 p.m.



MAYOR



CLERK