



COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, March 25, 2019

30 Honour House Court - Council Chambers

7:00 p.m.

Members Present: Deputy Mayor Tammy Rampersaud
Councillor Wayne Bennett
Councillor Lana Hansen
Councillor John Coughlan
Councillor Jeremy Thorne
Councillor Cecile Cassista
Councillor Andrew LeBlanc

Staff Present: C. Smith, CAO
D. Richard, Deputy Town Clerk
R. Higson, Director of Finance
M. Ouellet, Director of Engineering & Public Works
S. Thomson, Director of Economic Development
T. Finlay, Director of Human Resources
G. Cole, Director of Parks, Recreation and Community Relations
D. Pleau, Fire Chief
R. Gauvin, Executive Administrative Assistant
Superintendent T. Critchlow, Codiac RCMP

Regrets: Mayor Ann Seamans
Annette Crummey, Director Corporate Services/Town Clerk

1. FIRE SERVICE MEDAL PRESENTATIONS

Deputy Mayor Rampersaud assisted Fire Chief Denis Pleau in the presentation of Fire Service medals to Volunteer Captain Greg Trites who received his 30 year Federal clasp; and Retired Firefighter Peter Brzezicki who received his 25 year Provincial pin.

Deputy Mayor Rampersaud thanked both firefighters for their years of service and dedication.

2. CALL TO ORDER

Deputy Mayor Rampersaud called the Committee of the Whole meeting of March 25, 2019 to order at 7:05 p.m.

3. ADOPTION OF THE AGENDA

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That the agenda for the Committee of the Whole meeting of March 25, 2019 be approved.

Motion Carried

4. DECLARATION OF CONFLICTS OF INTEREST

NIL

5. CORRESPONDENCE

a. Purple Day - March 26th

Epilepsy Awareness - Celebrating the 11th Anniversary of Purple Day

Deputy Mayor Rampersaud noted the purple ribbons given by the Epilepsy Association of Nova Scotia. The Association is reaching out to all Maritime Provinces to share awareness of epilepsy and to support Purple Day, taking place on March 26, 2019. In the coming months, the Association is changing its name to the Epilepsy Association of the Maritimes (EAM) to better reflect the provinces they serve. This event is now recognized in over 85 countries and on every continent.

Councillor Cassista stated that Purple Day was founded by Cassidy Megan an eight-year old girl who wanted to learn about epilepsy and support those who live with this neurological condition.

6. PETITIONS, PRESENTATIONS & DELEGATIONS

a. Presentation by Daniel DeLong- Friends of the Mill Creek Advisory Committee

Update on Activities

Daniel DeLong, Chair of the Mill Creek Nature Park, made a presentation on the activities and amazing projects that have been accomplished in the park over the last number of years. He noted the changes that have occurred over the years, such as approximately 4.5 km of graded trail, 5 map panels and wayfinding signage, two formal entrances (one at top the of Runneymeade Rd and one at the end of Robertson St.), an enclosed fire pit and an event shelter at the look out, 3 pollinator gardens which provide a great habitat and food source for different pollinating species at the park, benches, picnic tables, waste bins, fences, culverts, gates, and other infrastructure.

He also touched on a few events and programs and the ways they are connecting with the Riverview community as well as highlighted future objectives for the Mill Creek Park.

D. DeLong thanked the Friends of the Mill Creek Advisory Committee, which was established in 2016, who have met on a monthly basis to work on developing, managing and the planning of the Mill Creek Nature Park. He also thanked Riverview Town Council for all the support provided in getting the Mill Creek Park to where it is today.

Deputy Mayor Rampersaud thanked Mr. DeLong and the entire Committee for their passion and dedication to the work done in the park.

b. Presentation by Andrew Boudreau, AC Stevenson & Partners

Review of 2018 Audited Financial Statements

Mr. Boudreau reported the audited financial statements for the fiscal year ended December 31, 2018 were prepared and distributed to Council prior to the meeting for review. He highlighted the audit of the consolidated financial

statements was performed in accordance with Canadian generally accepted auditing standards and in accordance with the assurance recommendation set forth by the Chartered Professional Accountants of Canada.

Mr. Boudreau noted one item that as of December 31, 2018, the short-term debt within the General Capital Fund was not within the requirements of the Municipalities Act. The act states that the Town cannot have temporary advances in excess within a Capital fund. This was the result of the allocation of the debt related to the Operations Centre between the General Fund and the Utility Fund.

This allocation was pre-approved by the Department of Environment and Local Government, but has had unintended consequences in connection with the guideline for short-term debt within capital funds. The unintended consequence is that the General Capital Fund bank account is in a negative cash position while the Utility Fund bank account is in an excess cash position by the same amount. Discussion has occurred with management and they are working on a plan to rectify this anomaly. Through the audit procedures it was found the Town was in compliance with all of the ratios noted above.

R. Higson confirmed with Councillor Cassista that the Province is aware of this matter and he will continue to communicate with the Province to determine a suitable course of action moving forward.

Mr. Boudreau mentioned the auditors did not find any misstatements during the audit that would materially affect the consolidated financial statements.

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That the Committee of the Whole recommend to Riverview Town Council to approve the audited financial statements for the year ending December 31, 2018 prepared by AC Stevenson & Partners, Chartered Professional Accountants.

Motion Carried

7. EXTERNAL REPORTS

a. Building Permit Report - February, 2019

Report accepted as presented.

b. Development Activity Report - February, 2019

Report accepted as presented.

c. Codiac RCMP

7.c.1 Activity Snapshot for the month of February, 2019

Superintendent Critchlow wanted to inform Council of the new legislation starting in April to eliminate the requirement of front licence plates on vehicles registered in New Brunswick.

Superintendent Critchlow confirmed with Councillor Thorne he will make a note to have the stats broken down between alcohol and drug related arrests. Also, with respect to the road-side screening device, Health Canada is working on a different model similar to the device for alcohol. Once approved, policing agencies will decide what they will purchase as well as to the required training.

Superintendent Critchlow confirmed with Councillor Cassista that the RCMP has no issue for public or officer safety in having one vehicle plate. He noted officers will continue to do good work and provide safety to the communities.

7.c.2 Occurrence Statistics Reports - January 28 - March 3, 2019

For information.

8. DEPARTMENTAL REPORTS

a. Administration Department

8.a.1 Administration report for the month of February/March, 2019

C. Smith drew attention to two items with respect to the fact that the Provincial Government will not be allocating funding for the Federal and Provincial Transit Infrastructure program this year; therefore, the Town will not acquire a new transit bus in 2019. He has asked Codiac Transpo to review any options on how the additional operational dollars could be used to enhance the service today and to run through some scenarios to trial potential route options that may assist when the causeway is closed.

C. Smith also noted the Wellness Centre Steering Committee continues to move the project forward. One item they have identified in their discussions is the name of the facility. Since no health services will be included in the facility, they are recommending using the name “Riverview Recreational Complex” as part of the branding and promotions perspective. The name is more reflective of the nature of the new facility and provides better clarity to potential donors.

C. Smith confirmed with Councillor Cassista that the Committee has now increased to eight members, with a recruitment of two new members.

Report accepted as presented.

b. Finance Department

8.b.1 Finance report for the month of February/March, 2019

R. Higson highlighted on a few key performance indicators that demonstrate positive financial trends that are occurring within the Town. Over the past 10 years, the Town has worked steadily to decrease the overall amount of debt outstanding within the financial picture of the Town from \$30 million in 2008 to \$23 million at the end of 2018, a 23% decrease.

R. Higson noted the debt ratio at the end of 2008 was 20% and the debt ratio at the end of 2018 is 10.50%, which is better than projected. This is a reduction of almost 50% in the debt ratio over the past ten years. Therefore, the Town is now in a position to borrow money for infrastructure monies that will happen in the future while at the same time, the Town has been able to maintain the lowest tax rate in the tri-community area. The Town, over the next several years, is in good financial stability of which Council and staff can be proud of.

Deputy Mayor Rampersaud thanked Mr. Higson for highlighting these accomplishments.

Report accepted as presented.

c. Engineering & Works

8.c.1 Engineering & Works report for the month of February - March, 2019

M. Ouellet noted the department has been busy preparing tenders and construction work plans for the summer and maintenance activities. Of note, some projects were put on hold due to staff shortage. With the hire of a new employee, it is anticipated we will be on schedule to complete the tender and design drawings for all projects without any further delay.

M. Ouellet confirmed with Councillor Thorne the water main breaks section in the monthly report can be separated to reflect the ward of where the main breaks occurred.

M. Ouellet confirmed with Councillor Hansen that the road leading into the high school on the pool side is high on the priority list for patching. The patching recycler should be doing this area sometime next week.

Report accepted as presented.

d. Fire Department

8.d.1 Fire Department report for the month of February, 2019

Chief Pleau highlighted to Council the template for the Fire Safety Inspection Report. The template is quite extensive and reports are modified to meet the requirements of the different establishments inspected. The department also works with the client if any issues occur during the inspection.

Report accepted as presented.

e. Parks, Recreation and Community Relations

8.e.1 Parks, Recreation & Community Relations report for the month of March, 2019

G. Cole highlighted that Riverview has become the destination for winter activities as residents are becoming increasingly more active during the winter months since the Town now has two unique parks – Winder Wonderland and the Mill Creek Nature Park – that are drawing people to them.

G. Cole noted this past winter the expectation for user conflict on the trails at the Mill Creek Nature Park was expected between snowmobiles, ATVs and skiers, which did not happen due to the pro-active stance the department has done with respect to assisting those groups in getting around the park. However, the conflict is occurring between walkers and skiers as walkers have suggested the trails are geared more for them rather than for skiers. A public education program will need to be done in the future to manage some of the conflict between these groups.

G. Cole noted the department is also looking at different venues and areas that will accommodate different activities in various areas during the winter months.

Report accepted as presented.

f. Business/Economic Development

8.f.1 Economic Development Report for the month of March, 2019

S. Thomson pointed out a Riverview Business Connects event will be taking place on Thursday, March 28 at Rehab One. Currently, there are 80 registered attendees from Riverview and the Moncton area. Mr. Thomson encouraged Councillors to attend this event if they are available.

g. Human Resources

8.g.1 Human Resources report for the month of March, 2019

T. Finlay noted further to the report submitted, in the last few days student recruitment has been completed and the offering of positions is taking place. There is currently one summer position posted for an Engineering Student, for the department of Engineering and Public Works that is open for the next two weeks.

T. Finlay confirmed with Councillor Hansen that regrets are sent only to students who have gone through the interview process.

Report accepted as presented.

h. Corporate Services Department

8.h.1 Corporate Services Report for the month of February, 2019

Councillor Thorne noted an amount discrepancy in the Animal Control report for the 2018 and 2019 license tag fees total amount. C. Smith indicated he would inform the Town Clerk of the discrepancy.

9. OTHER BUSINESS

a. Grant Report for the month March, 2019

Moved by: Councillor L. Hansen

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend that Riverview Town Council support the request from the Riverview High Football Team by providing a grant in the amount of \$500 for the purchase of a bleacher.

Councillor Cassista noted she struggled with this request as she wondered if Council had received all the necessary information. She noted the Riverview Lions Club is providing up to \$6,000, the school principal is providing \$6,000, and Five Bridges restaurant held a fundraiser which raised \$3,000. She is not aware of how much the government is donating, but Hon. Mike Holland (PC) has committed to giving some funds. As well there is also the issue of safety concerns since the bleachers were built 15 to 20 years ago.

Councillor Hansen noted she does not disagree with supporting this initiative and is aware it is a safety hazard, but wanted to ask Director Cole if there is a possibility to consider supporting this project by in-kind work associated with the removal of the old bleachers and equipment at the existing site.

G. Cole remarked he would have to consult with the maintenance crews as the department is stretched during the summer months with respect to getting everything done, however, this can be looked at to see if it is possible. He noted given the information that is on the application form and the knowledge we have of the bleachers, they are getting a significantly good price for the purchase of those bleachers.

Councillor Hansen indicated part of her concern is there is a movement to replace the bleachers inside the school by another organization. She is not sure what the Town's role is in approving the funding, in a major way, for this type of equipment. She was concerned because an expectation could be set by the Town to support the replacement of the bleachers inside the school as well. She questioned whether there is something that the Town would offer of significant value to the group without necessarily setting the precedent for a large investment from the Town. Councillor Hansen pointed out that with only \$36,000 left in the grant budget for the year these funds would be depleted quickly unless there is some other way of doing this request in-kind.

Moved by: Councillor J. Thorne

Seconded by: Councillor W. Bennett

That Riverview Town Council postpone the vote for the request from the Riverview High Football Team to purchase a bleacher in order to get more information at the next Council meeting.

Councillor Thorne remarked he is in support of this initiative and the football team, but he is concerned there is not sufficient information on the application form. Therefore, he is requesting that further information be supplied at the next council meeting so it can make an informed decision on this request.

Councillor Bennett asked that Director Cole supply information at the next meeting with regard what in-kind work is done at the school in relation to the football team and the fields. He also wanted to know what this work would equal financially to the Town. He welcomed further financial information or information.

C. Smith noted the Town has a reciprocal agreement with the school district as the Town has access to the gyms and other things related to the agreement since the Town maintains a certain number of fields. Therefore, this is a separate question than work done in-kind.

G. Cole mentioned there is no in-kind work provided in particular for groups as the Town provides the facilities for the groups to use with the permission of the school and the school gets to use our facilities in return as part of that reciprocal agreement.

Councillor Bennett remarked his understanding was that the group had more than sufficient funds to pay for the bleachers with money left over and if that is the case, he questions why the Town would need to provide further funds.

C. Smith said these questions would be posed back to the agency that requested the funding to supply Council with further information and clarification of the request.

Councillor Thorne would like to know how many stages there are for this project, how much funding they have received or that has been pledged –

specifically the amount of monies from the Riverview Lions Club, Five Bridges, Hon. Mike Holland and/or the PC party, and the school principal.

Councillor Hansen asked if Director Cole could provide further clarification to Council if it is possible to remove the old bleachers, or if they even need assistance in removing the bleachers. She noted that if there is a requirement for this what would the approximate value be for providing that work for them.

Deputy Mayor Rampersaud noted there are several sections that they want to purchase at a certain dollar figure. She would like to know how many sections they are looking for and how many they seat. She would also like to see some of their financials as well.

G. Cole noted each set of bleachers carries 50 people. The Town deals with the school and not necessarily for an association unless it on the Town's property. This is the Riverview High School football team that are asking for this donation, not the school or school board. A useful piece of information would be what is the cost for the Town crews to remove and set up that site to receive those bleachers, if Council would authorize the department to do that work.

Motion Carried

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That the Committee of the Whole recommend that Riverview Town Council support the from the Juvenile Diabetes Research Foundation by providing a grant in the amount of \$1,000 for the upcoming Walk to Cure Diabetes being held on June 9, 2019.

Motion Carried

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That the Committee of the Whole recommend that Riverview Town Council support the Go Beyond Moncton Riverview Earth Day event being held on April 28, 2019 by providing a grant in the amount of \$400.

Motion Carried

10. COUNCIL STATEMENTS/INQUIRIES

NIL

11. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That the meeting be adjourned at 8:52 p.m.

Motion Carried