



COMMITTEE OF THE WHOLE MEETING

MINUTES

Tuesday, April 23, 2019

7:00 p.m.

30 Honour House Court - Council Chambers

Members Present:

**Mayor Ann Seamans
Deputy Mayor Tammy Rampersaud
Councillor Wayne Bennett
Councillor John Coughlan
Councillor Jeremy Thorne
Councillor Cecile Cassista
Councillor Andrew LeBlanc**

Staff Present:

**C. Smith, CAO
A. Crummey, Town Clerk
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**

Regrets:

**Councillor Lana Hansen
Fire Chief D. Pleau**

1. CALL TO ORDER

Mayor Seamans called the meeting to order at 7 p.m.

Mayor Seamans asked that the members of Council observe a moment of silence in honour of former Riverview Councillor, Claude Curwin who served on Town Council from 2008 - 2012.

2. ADOPTION OF THE AGENDA

Moved by: Deputy Mayor T. Rampersaud

Seconded by: Councillor C. Cassista

That the agenda be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

a. May - Lyme disease Awareness Month

Mayor Seamans pointed out that May is Lyme Awareness Disease month and encouraged our citizens to become aware of the cause and impact of this serious disease.

Taken as information.

5. PETITIONS, PRESENTATIONS & DELEGATIONS

NIL

6. EXTERNAL REPORTS

a. Building Permit Report - March, 2019

Deputy Mayor Rampersaud commented on the high numbers in the report.

Taken as information.

b. Development Activity Report - March, 2019

Taken as information.

c. Codiac RCMP

6.c.1 Activity Snapshot for the month of March, 2019

Supt. Critchlow highlighted the fact that May 13th - 17th is National Police Week. There will be a variety of community engagement activities taking place in the tri-communities. Monday will feature Recruitment Day; Tuesday is dedicated to Youth; Wednesday will be Seniors Day and will focus on educating seniors on topics such as fraud; Thursday is dedicated to traffic; and Friday is dedicated to Anti-Theft and Crime Prevention which will focus on reducing crimes related to under \$5,000. He noted that more planning will be carried out to engage all three communities.

Report accepted as presented.

6.c.2 Occurrence Statistics Reports - March 4 - 31, 2019

Report accepted as presented.

7. DEPARTMENTAL REPORTS

a. Administration Department

7.a.1 Administration report for the month March-April, 2019

C. Smith drew attention to 2 items contained in the monthly report. The first item pertains to a one-year Pilot Project that Dieppe will be embarking upon with Codiac Transpo. He indicated that pilot will provide free transit service in Dieppe for youth under the age of 18 years. C. Smith noted that Riverview will have the opportunity to watch and see what happens in Dieppe during the one year pilot. He also pointed out that Dieppe has committed to share their information with the other municipalities once the one year pilot project is carried out.

C. Smith remarked that the second item pertains to the rebuild of the All World Rebecca Schofield Play Structure to be carried out by

volunteers in June, 2019. He indicated that correspondence, which has been directed to Council, suggests the expectation of some type of "in kind" service from the Town had previously been committed. However, a review of the Council minutes concluded that there was nothing specific in the minutes with regard to an in kind commitment by Council. C. Smith remarked that he had personally communicated with the Chairperson and confirmed there is no expected support from the Town in this situation. He was advised that the Project Management team will manage the volunteers and progressively build the project on a daily basis. C. Smith commented that in regard to the use of external forces (i.e. Parks & Recreation and the Public Works staff), he inquired whether there was a defined project the Town could do providing the Town's work schedule would permit it. C. Smith remarked that demolition was discussed but it was determined that the Committee has already looked after this aspect. He noted that there was not another set project based on how the work would be broken out. However, C. Smith indicated that the Town is proposing to provide a temporary electrical panel (provided by Parks & Recreation) during the construction period and to provide volunteers the use the old Public Works site as a parking space for them.

C. Smith noted that another proposal the Town is considering is an increase of a half day to the existing Volunteer Day for staff. The half day increase would be for this year only and is to be used for this particular project. C. Smith noted that it could be looked upon as an engagement opportunity whereby Town teams could be formed to participate each day which would be coordinated through the various departments. C. Smith stated that this is the approach that staff is considering in regard to this project, and he wanted to confirm with Council if this was a satisfactory arrangement and/or if there were other commitments made by Council that he was unaware of. He is looking for direction to determine if Council is satisfied with the approach proposed, if so, staff would endeavour to organize it.

Councillor Coughlan stated that he was involved in the original build which was carried out by many volunteers. He agreed with the approach being proposed by staff.

C. Smith confirmed with Mayor Seamans that no motion was required. He was just looking for direction to ensure that Council is satisfied with the approach as the communication was originally directed through Council.

Mayor Seamans confirmed that Council is satisfied with the approach staff is proposing.

7.a.2 Update on Procurement Standard

C. Smith remarked that since the policy had previously been introduced and subsequently adopted, staff have identified a couple of additions to reflect certain situations where there are exceptions to the rule. He pointed out the policy has been updated to reflect the current practices, and he wanted to make Council aware.

Councillor Cassista indicated that she appreciated the update and perhaps could be brought forward on a yearly basis to refresh Council's memory.

b. Finance Department

7.b.1 Finance Report for the month of March - April, 2019

R. Higson highlighted that in keeping with Town's practice to get the best value for services sought from third parties, he remarked that that the Town will going out to Request for Proposal for its external audit services and the Health and Dental Plan. R. Higson wanted Council to be aware of this initiative.

Report accepted as presented.

c. Engineering & Works

7.c.1 Engineering & Works Report for the month of March - April, 2019

M. Ouellet highlighted that in reference to the Operational Dashboard, the Town had experienced 2 water main breaks in April and 1 in the previous month of March bringing the total water main breaks to date to 11. As per the request of Councillor Thorne, information has also been included in the report as the location of the breaks.

M. Ouellet confirmed with Councillor Bennett that there were 11 separate incidents and the common denominator was that they were all cast iron pipes which broke.

Report accepted as presented.

7.c.2 Proposed Lane Markings - Hillsborough Road

Moved by: Councillor A. LeBlanc

Seconded by: Deputy Mayor T. Rampersaud

That the Committee of the Whole recommend to Riverview Town Council to direct staff to proceed with option 2 as outlined in the Council Report Form dated April 12, 2019 with respect to the proposed lane markings on Hillsborough Road. And further that the proposed new lane-marking plan be implemented on Hillsborough Road once the street resurfacing is completed.

M. Ouellet pointed out that there exists the opportunity this summer to refresh the lane markings because the contractor will be milling off a layer of asphalt in this particular area.

He noted that the department had taken the opportunity to review the traffic counts in this area which brought to light that the four turning lanes that exist now (Leonard Street; Court Street; Howard Avenue; and Chesswood Drive) see very few cars. An overall benefit would be realized by providing two east bound lanes instead of the dedicated left west bound lane. He commented that

the proposal is a significant change, and he thought it prudent to bring it to Council's attention.

Deputy Mayor Rampersaud noted that the timing works well and residents in the east end will appreciate this change.

M. Ouellet confirmed with Councillor Cassista that the new signage will be placed advising motorists of the merge lane and another to indicate the end of the merge lane. He noted that the traffic already occupies those lanes and the merge lane ends at Howard. He indicated that the proposal will see the end of the merge lane about 400 meters further east at Chesswood Drive. Essentially it gives motorist a longer distance to merge. There will be no impact on the intersection. He noted that the longer merge lane is intended to help motorists merge. M. Ouellet commented that there does seem to be a lot of traffic waiting to turn right on Rivercrest and this will give those motorists more opportunity or time to carry out their merge.

M. Ouellet clarified with Councillor Cassista that when the Town undertakes the water main renewal project a communication (notice) of the work will go out to the area residents. Residents will see the change when the construction project is completed as the contractor will also be refreshing the lines as well as the paving work.

C. Smith confirmed with Councillor Cassista that notification to the residents will be part of the communication process at the time the water main renewal is scheduled to be carried and will also appear on the Town's website.

M. Ouellet confirmed with Mayor Seamans that there should be very little time gap between the paving work and the lines being refreshed as the same contractor is doing both work.

Motion Carried

7.c.3 Surplus Waste Material Environmental Management

Moved by: Deputy Mayor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Riverview Town Council to authorize proceeding with the Waste Management Study in 2019 as outlined in Option 2 the Staff Council Report Form dated March 27, 2019.

M. Ouellet indicated his report outlines the current snow disposal site is located at the top of Runneymeade Road. The site is currently also used for disposal of surplus clean fill material generated by the operations of the public works and parks maintenance department. It is unfortunate that, over the years, many residents have also used the site as a garbage dump. He noted that it is felt that due to the close proximity of the site to the Mill Creek Park, that the site should be repurposed permanently into a park-like setting.

He noted that in 2020 the Girl Guides will be holding a large gathering (a Jamboree) and it was determined that once this site is repurposed it would be the ideal location to hold their event.

M. Ouellet remarked that the Town is current looking for a new site to meet the Town's purposes and taking the opportunity to define what type of material can go into the new site and options for repurposing material. For example, the material removed from the sewer from the Town's sewer flusher may be able to go to Trans Aqua. He is proposing a study to look at the way we operate, generate and the management of waste. To determine the most effective and efficient way we can address the waste generated during day to day operations by the Town departments.

M. Ouellet confirmed with Councillor Coughlan that part of the study will take into consideration what needs to be done to the existing site and the materials that are already there. He did note that what is stored there by the Town is considered clean fill. M. Ouellet commented that the Town wants to be good environmental

citizens and close off the site correctly and the study will identify how we can repurpose material, if we can. The study will look for an alternate site which would be located in Riverview or as close as possible for obvious reasons.

M. Ouellet confirmed with Councillor Coughlan that the current site needs to be closed off this summer in order for the Parks & Recreation staff to undertake the work that needs to be done to ready the site for the Jamboree in 2020.

M. Ouellet confirmed with Councillor Thorne that illegal dumping still remains a concern as this type of activity continues at this location and throughout the Town, especially on dead end streets. He noted that this is an issue that is a challenge to control.

Councillor Cassista pointed out that the report listed options but the proposed motions did not specify which option is being recommended.

M. Ouellet confirmed that Option 2 is being recommended and further that by reducing the amount transferred from Operating to Capital for the now postponed AVL implementation, Council can use the funds to pay for the waste management study.

The mover and seconder agreed to a friendly amendment to include the words "Option 2" in the proposed motion.

Motion Carried

d. Fire Department

7.d.1 Fire Department Report for the month of March, 2019

C. Smith advised Council that Chief Pleau is absent because he was called to support the Emergency Measures Operation in Fredericton with respect to the flooding.

Report accepted as presented.

e. Parks, Recreation & Community Relations

7.e.1 Parks, Recreations & Community Relation Report for the month of April, 2019

G. Cole wanted to bring to Council's attention as well as the general public a series of disconcerting events which have taken place. Recently the special events trailer was stolen from the Parks & Recreation compound located on Biggs Drive. In addition to the stolen trailer there have been attempts to dismantle 4 aluminum bleachers, 3 of the Fundy Biosphere trail counters were stolen and an impaired driver gained access to the Riverfront trail and damaged the trail way. He indicated they are working with the RCMP and Crime Stoppers to solve these cases. G. Cole encouraged the public to report any suspicious behaviour in any of the Town's parks or open spaces. He further indicated that if the public is reluctant to contact the RCMP then contact the Parks & Recreation office who, in turn, will contact the RCMP.

G. Cole confirmed with Mayor Seamans that it is very disappointing and not only did the special events trailer get stolen it contained the special events equipment that the Town utilizes at various events throughout the summer months. He suggested that the total loss of the trailer and equipment is approximately \$30,000. G. Cole indicated that he is working with the Town's insurers in connection with its replacement.

G. Cole confirmed with Councillor Thorne that there were surveillance cameras and the footage is being reviewed by the RCMP.

Report accepted as presented.

f. Business/Economic Development

7.f.1 Economic Development Report for the month of April, 2019

S. Thomson highlighted the upcoming 5th Annual Sustainapalooza which is being held at various locations in Riverview commencing on April 24 -27th. He encouraged everyone to take in the many interesting events and speakers which have been lined up.

Report accepted as presented.

g. Human Resources

7.g.1 Human Resources Report for the month of April, 2019

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That the Committee of the Whole recommend to Town Council to adopt the Policy for Preventing Workplace Violence.

T. Finlay indicated that effective April 1st new legislation was introduced requiring all NB employers to ensure that workplaces are free of harassment and violence and any unacceptable behaviours. Employers are required to develop and implement a written code of practice preventing workplace harassment. She pointed out currently the Respectful Workplace policy is in place and in accordance with the new legislation. However, the Town did not specifically have a Code of Practice for Preventing Violence which is why the policy before Council is being introduced.

Report accepted as presented.

Motion Carried

h. Corporate Services Department

7.h.1 Corporate Services Report for the month of March, 2019

A. Crummey confirmed that the error in the spreadsheet of last month's report had been corrected.

A. Crummey confirmed with Councillor Thorne that the door to door licensing awareness campaign will commence in the month of May. DocuPet is currently in the process of hiring a person to conduct this campaign.

Report accepted as presented.

8. OTHER BUSINESS

a. Reappointments - Greater Moncton Airport Authority Board

Mayor Seamans reappointed Patrick Grew to the Greater Moncton Airport Authority for a two-year term (July 19, 2019 - July 19, 2021). The term to run concurrent from existing term.

She also reappointed Arthur Allan to the Greater Moncton Airport Authority Board for a three-year term (July 19, 2019 - July 19, 2022). The term to run concurrent from existing term.

b. Grant Report for the month of April, 2019

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That the Committee of the Whole recommend to Town Council to authorize a grant in the amount of \$450 in support of the Girls Night Out event hosted by the Greater Moncton Women's Club on April 27, 2019.

Councillor Cassista pointed out that their request for 2018 had been \$500 which the Town did support.

Councillor LeBlanc declared a conflict of interest as his employer, The Atlantic Wellness Centre, will be one of the recipients of the funds raised by this group. He left the Council Chambers at 7:34 p.m.

Deputy Mayor Rampersaud appreciates that this group does very valuable work in the community; however, Town Council had committed to thoroughly reviewing the financial details of the applications submitted. In this case the application referred to a confirmed potential income of \$21,650 and confirmed expenses \$7,065 which clearly shows a profit. She is wondering, in light of this information, whether the Town should be giving the limited funds it has to support the event.

A. Crummey confirmed that the Women's Progress Club is dividing its yearly funding raising proceeds among the Salvus; Centre d'Intervention en Troubles d'Apprentissage (**CITA**) and Canadian Cancer Society (Wig Program) and the Atlantic Wellness Centre.

A vote was called on the motion.

Nay Votes: Deputy Mayor T. Rampersaud
Councillor W. Bennett
Councillor J. Coughlan

Motion Defeated

Councillor LeBlanc returns to the Council Chambers at 7:46 p.m.

Moved by: Councillor J. Coughlan
Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to authorize a grant in the amount of \$500 in support of the Moncton Mustangs Football organization.

Motion Carried

Moved by: Deputy Mayor T. Rampersaud
Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to authorize a grant in the amount of \$5,000 in support of the 2019 RHS Graduation held on June 20, 2019.

G. Cole confirmed with Deputy Mayor Rampersaud that there were no negative connotations to the Town providing the funds to the high school for this purpose. He pointed out that other events and/or user groups would be able to take advantage of the extra time freed up by having the graduation ceremonies elsewhere.

C. Smith cautioned as to the possibility of the figure creeping up. He pointed out that the school is starting with an “ask” of \$5,000 and should this become a regular annual commitment this figure could increase over time as expenses associated with the event could increase as well. He suggested that Council may want to consider creating a funding cap for this event. C. Smith also noted that a possible downside would be that the graduation exercises would not actually be held in Riverview. He noted that over the years, the Parks & Recreation staff have done a tremendous

job at outfitting the Byron Dobson Arena so that the students could actually graduate in their own Town as for many years they did not. C. Smith stated that having the ceremony elsewhere from an operations point of view would mean that our resources would be freed up to do other things. He suggested that as work leading up to, including and after the event is considerable.

C. Smith confirmed with Deputy Mayor Rampersaud that there is a fixed dollar figure in the Parks & Recreation budget for the RHS graduation and funds would come out of this budget rather than the grant budget.

A friendly amendment was accepted by the mover and the seconder to clarify that the funds were to come out of the Parks & Recreation budget.

The revised motion would read as follows:

That the Committee of the Whole recommend to Town Council to authorize a grant in the amount of \$5,000 in support of the 2019 RHS Graduation held on June 20, 2019 wherein the funds were to come out of the Parks & Recreation budget.

Mayor Seamans indicated that, for her, it is a huge disappointment that the graduation will not be held in Riverview.

G. Cole confirmed that RHS has already made arrangements for this year, but the Town will communicate further with the school in order to discuss their plans for the coming years.

C. Smith confirmed with Councillor Thorne that the Town would entertain additional requests from the school if submitted through the grant process. He pointed out that most likely any further application submitted would be debated by Council given the funds which have already been committed for the benefit of the school.

C. Smith confirmed with Councillor Cassista the school had followed the same process as last year by submitting a grant request for the funds for the graduation. He noted that staff processed the application accordingly as it was over the financial threshold staff could authorize. As a result the direction on this application would be up to the discretion of Council. He

committed to having a more detailed discussion with the school, including Director, Gerry Cole, to determine the school's long term plans and the Town's role in future graduation exercises.

Motion Carried

Moved by: Deputy Mayor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to authorize a grant in the amount of \$1,000 in support of the 2019 Run for Women event hosted by the Beausejour Family Crisis Resource Centre on May 5, 2019.

Motion Carried

9. COUNCIL STATEMENTS/INQUIRIES

Councillor Thorne recounted an incident which had taken place within his ward with regard to garbage collection. He indicated that the household has placed the wrong colour bag at the curb for collection which the contractor did not collect and it remained at curbside for an extended period of time. He inquired whether there was some means to better communicate with the home owner why the garbage had failed to be collected.

M. Ouellet confirmed with Councillor Thorne that within the garbage by-law there is provision that if the garbage bags are not collected it is the responsibility of the home owner to bring the garbage back in. M. Ouellet pointed out that normally the home owner or the neighbours will contact the Town and we, in turn, contact the contractor to investigate. He indicated that if there are homes that are completely ignoring the three stream system, Eco360 does have staff that can educate those home owners.

Councillor Thorne suggested improved communication or wording in the contract that would educate the home occupant as to the reason for failure of garbage collection.

M. Ouellet the Town does have the ability to enforce the by-law but it is also exploring ways to address this issue.

Councillor Bennett pointed out that residents are putting the wrong content into the wrong coloured bag but they are still being collected.

M. Ouellet noted that Eco360 has taken a "soft" approach on source separating. He also commented that the Town has experienced a high number of households that are complying and that the Regional Solid Waste Corporation is very happy with the results.

Councillor Bennett recalled some time ago when the source separating began the contractor would tag the bags which did not comply with a sticker which outlined the reason the garbage was not picked up which was helpful.

Councillor Bennett shared a dangers experience at the crosswalk lights at the corner of Lawson & Whitepine. He stated that pedestrians can never tell whether the lights are working once the lights are activated.

M. Ouellet remarked that the traffic standard dictates that such lights are to face the motor vehicle traffic. The lights are to make motorists aware that a pedestrian wishes to cross. M. Ouellet remarked that pedestrians must hit the button, wait until the lights are flashing; make eye contact with the driver of the vehicle and that cars have stopped. Then, and only then, pedestrians walk across the street. He confirmed that every month staff conduct a review of the crosswalk lights to ensure they are in working order. M. Ouellet reiterated that the lights are meant for the motorists to see and not the pedestrians. He did point out that staff will be studying another option. This would upgrade a select number of crosswalks to a pedestrian activated red light. M. Ouellet indicated that there is a specific formula that must be met in order for a light crosswalk to be considered. M. Ouellet pointed out that the Leonard Street intersection is being considered for this option. He would add the Lawson & Whitepine crosswalk as well as the one in front of the Irving on Coverdale Road.

M. Ouellet confirmed with Councillor Bennett that the yellow lines spray painted on people's lawns are referencing gas.

M. Ouellet confirmed with Councillor Thorne that the indent on the curb where the crosswalk used to be still exists at Lawson & Whitepine. M. Ouellet remarked that the indentation is in place to allow for easier access for wheelchairs and strollers it is simply not a “marked” crosswalk. He pointed out that there are more pedestrians crossing at Lawson & Whitepine making the need for a “marked” crosswalk.

10. ADJOURNMENT

Moved by: Councillor W. Bennett

Seconded by: Councillor C. Cassista

That the meeting be adjourned at 8:17 p.m.

Motion Carried