



COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, October 25, 2018

6:00 p.m.

30 Honour House Court - Council Chambers

Members Present:

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

Staff Present:

- C. Smith, CAO**
- A. Crummey, Town Clerk**
- D. Richard, Deputy Town Clerk**
- R. Higson, Director of Finance**

1. CALL TO ORDER

Mayor Seamans called the meeting to order at 6 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Councillor C. Cassista

Seconded by: Deputy Mayor T. Rampersaud

That the agenda for the Committee of the Whole Meeting of October 25, 2018 be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. EXTERNAL BUDGET PRESENTATIONS

a. Riverview Public Library - Presentation by Wendy Publicover

Wendy Publicover introduced Lynn Cormier, Director of the Riverview Public Library; Anna Sutherland, Board Member and herself, Chairman of the Board.

Wendy Publicover stated that the Riverview Public Library is submitting its proposed 2019 budget which was approved by the Board on September 27, 2018. The Riverview Public Library is respectfully requesting the Town's contribution for 2019 be \$13,000. This represents a slight increase over the 2018 grant which was \$12,600. Wendy Publicover noted that the proposed budget has changed to more accurately reflect the actual amount spent on each line item based on the annual financial reviews. The figure for Ever Greening (\$4,258) was not available at the time of the approval of the budget. Subsequently, the Board has agreed it will use some of its remaining money in their budget to cover any shortfall for items pertaining to Ever Greening.

Wendy Publicover and Lynn Cormier responded to questions from Council pertaining to the presentation.

b. Riverview Boys & Girls Club - Presentation by Lynda Carey, Executive Director

Lynda Carey took the opportunity to introduce the Board Chair, Brian Gibbons; Nigel Bayliss, Past Chair; and Directors Michelle Bourque and Steven Colwell.

Lynda Carey, Executive Director of the Riverview Boys & Girls Club conducted a PowerPoint presentation outlining the services and programs offered by the Club. She remarked that their financials were presented at the Annual General Meeting held on May 14, 2018 wherein the results revealed a small surplus. Lynda Carey remarked that the small surplus allowed the Club to put a plan together to replace the 20 passenger bus in 2019. The annual financial request from the Town for 2019 is \$53,573, which covers the rental for the upcoming year at the Coverdale Centre.

R. Higson confirmed that the rental rate is based on fair market value which was obtained by our consultant. He confirmed with Lynda Carey that the rental rate for 2019 will remain the same.

Lynda Carey also wanted to express special thanks to the Parks & Recreation Department for the many referrals this past summer.

She also pointed out that money received by the Club for programming is not allowed to be applied towards operational costs. She stated that is why the Club is so grateful to the Town of Riverview. Because the grant received by the Town goes directly towards the rental this allows the Club to use all the programming funding obtained elsewhere directly towards programming.

Lynda Carey reported that her presentation included the projected draft budget as the fiscal year for the Club is not over until the end of December, 2018. She noted that they are also waiting on the Provincial Government with respect to funding requests. If successful, they will use these funds to hire an additional staff member.

Lynda Carey responded to questions from Town Council.

c. Capitol Theatre - Presentation by Kim Rayworth, Managing Director

Kim Rayworth, Managing Director of the Capitol Theatre introduced Melannie Eldridge, Director of Development; Brenda Orr, newly appointed Town liaison; and Marshall Button, Artist in Residence.

The purpose of her presentation is in support of the annual grant request to the Town of Riverview in the amount of \$74,730. It is the same amount requested for the past ten years and it represents 3.5% of their total operations budget.

Kim Rayworth noted that the Capitol manages 5 spaces - 4 within the building - the Main Hall, the Empress, the Balcony Lounge and the Lobby as well as the Creation Space located at 33 Church. The Capitol Theatre is proud to be the region's largest Presenting Arts Centre (PAC), which has a multidisciplinary mandate.

She was happy to report that in the last ten years the budget has gone from \$1 million to over a \$2 million dollar budget. The growth can be attributed to an improved emphasis on marketing/branding and a greater focus on customer experience. The Capitol has responded by undertaking initiatives such as the upgrading of the lobby, enhancing the bar services, and improvements to its volunteer program, to mention a few.

Kim Rayworth noted that the Capitol has commissioned a market research company. The results of which have greatly assisted the Capitol to guide them to achieve their goals and to ensure that their patrons receive the highest level of customer satisfaction. Of those who completed the market research survey 74% responded they found that the Capitol Theatre was an important part of the community.

Kim Rayworth stated that another initiative they had previously started and are relying upon is the post show survey. An email goes out immediately following the performance asking the patrons to rate the experience and to make recommendations to improve the experience. She noted that last year the Capitol boasted 200 ticketed events, (saw an increase of 9,000 tickets sold last year) the total number of tickets sold being 61,000. Other factors that have contributed to the growth of the organization is the Membership Program as well as the "Pay What You Will" performances, which enables the Capitol to develop a new audience and give exposure to the artists.

In response to an inquiry from Council, Marshall Button remarked that the Capitol Theatre Academy is in its 21st year! He noted that performers who started as students many years ago have gone on to have successful careers. Some of whom have come full circle and, as older professional performers, are giving back to the Academy. The Theatre Academy is also involved in outreach programs with various schools.

Kim Rayworth noted that the PowerPoint presentation included slides reflecting the 2018-2019 Revenue (including \$632,495 for Public Funding representing the contributions from Moncton, Riverview and Dieppe) and expenditures for a total budget of \$2,167,633.

d. Riverview Arts Centre - Julie Hopkins, Director of Operations

Julie Hopkins, Director of Operations for the Riverview Arts Centre, took the opportunity to welcome Lawrence Forbes, President; Reg Hut, Vice President; Lorraine Casey, Treasurer; Paul Bloedow, Bookkeeper; Mary Campbell, Board Member and Stephanie Wells member of the Marketing Committee; Dave Owen, Secretary, Sheila Owen and Rodger Blakney.

Julie Hopkins conducted a PowerPoint presentation providing an overview of the Riverview Arts Centre and their proposed budget. She noted that the Riverview Arts Centre was established in 2006 and is a non-profit organization. She noted that as the Riverview Arts Centre enters its 13th season, it's mission continues to be to enrich the cultural life of our community and its vision is directly aligned with the Town's vision of a thriving community.

Julie Hopkins remarked that the Riverview Arts Centre is working hard to engage and collaborate with the community through programs such as summer camps, musical productions, and the "Friends of the Royals Event". A positive example of promoting leadership in the community to spark organizations and local businesses to come together include, *A Celebration for Becca*, which is growing in momentum. She noted in every performance put on by the Riverview Arts Centre there is an

element of giving back, in some way, to the community. She stated that the Riverview Arts Centre is very proud of its volunteers and their efforts.

They have contributed more than 10,000 hours of involvement! Their team has worked extremely hard to realize several new developments including a new website, hiring 4 summer staff, initiated a membership program, retained a bookkeeper on staff, 8 part-time technical staff positions and 6 logistical staff, implemented summer camps, achieved organizational growth, realized rental opportunities, secured new funding opportunities and sponsors. This summer RAC undertook market research and conducted focus research which has proved very valuable in responding to what the audiences wants to see.

She stated that the Town's support is critical for the continued growth of the Riverview Arts Centre. She is immensely grateful to the sponsors - all of which are new (except for the Town and Coverdale Medical Clinic who continue to offer support).

Julie Hopkins pointed out that the presentation included the actual financial figures for 2017, projected figures for 2018 and the proposed budget of \$262,250 for 2019. The Riverview Arts Centre is seeking an annual grant from the Town of Riverview in the amount of \$70,000 for 2019. The amount for 2018 was \$59,000. She noted that these funds cover a portion of the operations costs such as facility rentals, operational expenses and salaries. Julie Hopkins remarked that the Town's continued support would allow the Riverview Arts Centre to increase marketing programs, attract better quality performers, hire additional staff and expand on facility opportunities.

Julie Hopkins responded to questions from members of Council which included the new funding opportunities (Arts Best, Heritage Government Grant, and Provincial grants). She also confirmed that the financial support being sought from the Town by the Riverview Arts Centre of \$70,000 far exceeds the amount required for facility rentals, operational expenses and salaries.

Mayor Seamans remarked that Councillor LeBlanc is the Town's liaison for the Riverview Arts Centre.

C. Smith clarified that the Town begins its budget process in early September. Town staff have factored in the grants to the Riverview Boys & Girls Club, the Riverview Arts Centre and the Capitol Theatre to be consistent with the previous years. Any amendment to those amounts would have to be given by Council through the upcoming budget process. C. Smith reiterated that from a planning perspective staff have factored in last year's grant amounts even though the customary letters did not go out to those three respective groups.

Julie Hopkins confirmed that there is a marketing strategy and a plan which she can forward to Council. If the Riverview Arts Centre is successful in receiving additional funding from the Town, they will go back to the Board to seek direction as to where the marketing dollars would be spent. If not, they will continue with the marketing plans they have in place. Julie Hopkins confirmed that the ticket sales are tracked and could provide this information at a later date. Julie Hopkins confirmed that the line item for salaries of \$65,000 includes all part time (14) and full time staff. She confirmed that all of the monies received by the Town of Riverview will go towards salaries, rentals and operational expenses.

e. Codiac Transpo - Presentation by Angela Allain, General Manager & Gregg Houser, Treasurer

Angela Allain, General Manager, introduced Gregg Houser, Acting Chief Financial Officer and Bob Bowser, Finance Supervisor. She expressed her appreciation for having Codiac Transpo as the Town's service provider for public transit. Angela Allain commented that Codiac Transpo is on track for 2018 to realize an overall 2% growth.

She pointed out that Codiac Transpo has a Transit Governance Committee and acknowledged the good oversight work done by its representatives,

including by Deputy Mayor Rampersaud and Colin Smith, CAO. In addition to the Governance Committee, Codiac Transpo also participates regularly in Tri-Community managers' meetings which are intended for planning purposes - route planning and financial management planning.

Angela Allain touched on the introduction of new technology proposed for 2019 including new fare boxes and the upgrading of the GPS systems to a CAD ADL System which is a computer aided dispatch automatic vehicle location system. It will provide for a much more refined trip pattern data, which will enable future efficiencies to be developed and more amenities for our customers. Codiac Transpo also underwent a successful recruitment process hiring 14 new operators since May 2018.

Gregg Houser carried out a PowerPoint presentation outlining the proposed 2019 budget of \$10,923,663. The Town's contribution in 2018 was \$508,259 and the "ask" for 2019 is reduced to \$467,744. He stated that their focus continues to be to increase ridership but also maintain costs.

He carried out a quick snapshot of the proposed overall Codiac Transpo budget which consisted of Administration & General expenses of \$1,638,154; Building Expenses of \$611,276; Bus Operations of \$7,265,362; Bus Maintenance Salaries of \$636,862; Service Crew Salaries of \$585,916 and Shelter Maintenance of \$186,093 totalling \$10,923,663. He further broke down Riverview's cost sharing contribution of \$599,744 less revenue (fare & advertising) plus Direct billed shelter maintenance to equal \$467,744.

Deputy Mayor Rampersaud noted that she is the Town's Liaison Councillor. She is proud of the recruitment process and the success that Codiac Transpo has achieved. She said that Codiac Transpo has also done an excellent job with relationship building and the residents of Town are very appreciative of the new buses.

C. Smith commented that when the Provincial Government is established then the Federal and Provincial Governments will be rolling

out infrastructure dollars with a significant focus being placed on transit. There is the potential of \$10 million in capital dollars that could be available to this Region. The opportunities may exist to upgrade routes and/or add routes if the Town is successful in obtaining infrastructure funding but the challenge will be in the operational costs investing in the transit services not the capital costs. This will be part of the discussions during the upcoming budget deliberations.

f. Greater Moncton Trans Aqua - Presentation by Kevin Rice, General Manager & Dave Muir, Chairman

Dave Muir, Commission Chair, thanked the members of Council for supporting the open house on Friday, October 19, 2018. He introduced Kevin Rice, General Manager and Jennifer Dingman, also one of the Town's representatives.

Dave Muir conducted a PowerPoint presentation covering the GMWC Vision which is to be an outstanding environmental steward supporting regional planning, economic development and quality of life for the communities of Moncton, Dieppe and Riverview. Their mission is to collect and treat wastewater in a reliable, cost-efficient and environmentally responsible manner. Dave Muir highlighted the 2019 priorities which include the completion of the 4th clarifier and sludge handling building, design and tender construction projects for the bioreactor and blower building, begin the centrifuge retrofit to dewater secondary sludge, ensure cost effective and sustainable delivery of services while freezing the unit rate (\$210) for 2019, increase advertising on vehicles, compost toilets, and for compost, developing an Asset Management Strategy and continuing to develop the CMMS Program, and to develop the Records Management System.

Kevin Rice continued with the presentation by providing a review of the 2019 Capital Budget, he also identified key budget issues pertaining to the 2019 budget. He remarked that some factors include increased property

tax, insurance and electricity as a result of the additional infrastructure related to the upgrade project, an increase in wages, rate increases related to Workers Compensation Board, an increase in costs of the biosolids amendment material, rate freeze at \$210, projected increase in revenue for septic loads based on actual flow and compost based on uptake by community as well as increased equipment and vehicle maintenance, increase cost for employee training, reduced cost for landscaping, increased cost for consulting services for the CMMS and remote compost sites, reduced cost for Governance Practices, increased water/sewer use charges for project construction activities.

Kevin Rice conducted a brief review of TransAqua's 2019 Revenue and Expenditures. The total 2018 Capital budget equals \$33,515,823.

He remarked that the Capital spending for the next two years is high based on the ongoing project. He also indicated that the 2019 Unit Rate remains frozen at \$210. However, as previously alluded to, at the end of the project around 2025 the Capital Reserve funds will be nearly depleted. He suggested that by the end of 2020 (with the development of the Asset Management Plan) they will have a very good idea of what the infrastructure deficit is and how it will impact the rate structure in order to build up the Capital Reserve Fund.

He pointed out that the operating surplus funds before extraordinary items estimated at \$4.3 million will be applied to fund the project. Currently TransAqua has drawn down on a \$5 million investment toward the project and have about \$30 million left in investments to fund the remaining part of the project from the rate payers' portion. TransAqua wanted to make Council aware that they have begun to drawn down rate payers funds that have been in the Capital program. He touched on the Statement of Capital Expenditures proposed for 2019 which is included in the PowerPoint.

Kevin Rice responded to inquiries from Council which included the rate freeze and the ways to avoid rate shock. He confirmed that the Asset

Management Plan will identify the need, and they would like to be proactive and put a plan in place to avoid rate shock. He also confirmed that the estimate property tax increase will be in the vicinity of 5-10% based on the value of the building permit.

g. Codiac Regional Policing Authority -

Presentation by Mr. Nagesh Jammula, CRPA Treasurer, Councillor Charles Leger, CRPA Chairman, Supt. Critchlow, and Mr. Charles Savoie, Director Policing Support Services

Mayor Seamans pointed out that Councillor Coughlan serves as the Town's liaison on the Codiac Regional Policing Authority Board as well as Ross MacKay, who serves as the Town's citizen representative.

Nagesh Jammula pointed out that the surplus from 2017 of \$2,315,657 comes into play in the 2019 budget. He indicated that \$1.3 is from the RCMP operations and \$982,000 is from municipal operations.

Nagesh Jammula reported that the proposed overall Codiac Regional Policing Authority budget for 2019 is \$30,128,245. He noted that before the surplus comes into play it represents an increase of \$1.8 million dollars. This increase is mainly driven by pay increases for Regular Members as well as the addition of 5 new Regular Members (moving from civilian operations to front line operations) equalling \$778,254, an increase in operations and management of \$152,888 as well as indirect costs (relating to 5 new Regular Members) representing \$303,789. He noted that with respect to the Municipal portion there will be costs associated with Civilianization (3.5 municipal position and one new VS vehicle representing \$537,814. He noted that other items include the Tech Crime removed from RCMP portion representing \$85,133. The total increase represents \$1,857,878 (6.07%) less the surplus from 2017 of \$1,589,963 translating into an increase with surplus equalling \$267,916 representing a net 0.90% increase for a total 2019 budget of \$30,128,245.

Ross MacKay highlighted the staffing changes for 2019. This includes the reclassification of 5 Regular Members moving from administrative areas to the Front Lines. Secondly, hiring municipal employees to replace the 5 reclassified Regular Members, and thirdly, to hire 5 new Regular Members. This represents a complement in 2019 of 144 Regular Members; 79 municipal employees, and 14 Corps of Commissionaires for a total staff of 237.

Ross MacKay summarized "civilianization" which is a process of assigning non-sworn employees to conduct police work that does not require the authority, special training or credibility of a sworn police officer and the process to identify such positions to be civilianized. He also touched on the options that could be taken to achieve this result. He indicated that there exists the possibility of eliminating the Regular Member positions reducing the Regular Member complement and resulting in financial savings. He noted that on the other hand there exists the option of reclassifying and reallocating the Regular Members. The Regular Member complement is maintained and in this scenario there is no financial savings. The 5 Regular Member positions that have been identified to be reclassified have an existing cost of \$873,000. The cost of 5 Constables to replace those 5 NCO positions is \$749,000, which is a savings of \$124,000. The cost of the 3.5 Municipal Employees positions which would be required to backfill those positions is \$181,000. Rather than a potential savings by eliminating positions and reducing our numbers equalling \$692,000. This scenario allows the Codiac RCMP to move 5 Regular Members to the front lines for a total cost of \$57,000.

Ross MacKay stated that the addition of 5 new Regular Members and 5 reallocated civilianized members would allow for one extra member per front line shift, which will greatly improve the service level to the Codiac Region.

He summarized the rationale for the 5 new Regular Members and the reallocation of 5 current Regular Members.

Supt. Critchlow responded to questions from Council with regard to the reclassification and the hiring of 5 new Regular Members. He also touched on reasons why a Crime Severity Index may increase which may be a combination of several factors.

C. Smith commented that both himself and Robert Higson sit on the RCMP Insight Executive Committee and have had an opportunity to preview the budget in advance of tonight's meeting. He noted that during the review, they had identified some issues that he wanted the members of Council to be aware of. C. Smith remarked that the 2017 surplus is quite sizable, which masks the 2019 budget increase. If there was traditional numbers for a surplus it would represent an almost 6% increase to the budget. If there was no surplus that would put the increase to the budget in the 8-9% range. He stated he has reservations and concerns about the growth of the annual operating budget being built partially with surplus funds. Because if you don't pay it this year, the Town will be paying increases next year based on operational positions because the Policing Authority is adding it to the base of the operation budget. C. Smith noted that that this issue had been identified in the process to the Executive Insight Committee. He also has some challenges to rationalize the Governance process that we are currently in. He understands and can rationalize the additional positions and the approach that Codiak has taken, but this is being presented outside the other challenges and other operational budget decisions Council has to make with regard to other operational issues. C. Smith noted that the Codiak RCMP Board supports this and it is being addressed outside the scope of all the other operational challenges that the municipalities and the tax payers have to pay for. He reiterated that he wanted to make sure Council was aware that staff had raised these issues with Executive Insight Committee and wanted Council to be aware of the long term budget implication if this budget is approved.

Supt. Critchlow confirmed that the challenge of policing is be able to pivot and adapt to challenges. He commented that we have to police based on analytics. For example, crimes of opportunity drive up the crime index; and will drive up the numbers. He noted that there are a lot of preventable crimes such as people leaving keys in cars, unlocked cars

containing valuables; bikes left outside. He suggested that Codiac tries to educate the public and to remind the public through various campaigns. Supt. Critchlow noted that violent crime is down by 5%; but non-violent crime is up by 22%. He encouraged citizens to report all suspicious behaviours in order for the RCMP to be able to track trends.

There was reference made to the increase in Regular Members but have not accounted for any increase in overtime. It was noted that the new cannabis legislation is in place and with it the additional workload to manage it, plus the sick leave, vacations.

Supt. Critchlow remarked that the increase in staff will decrease over time. He commented that training, mat leave and sick leave will always be there - it fluctuates and we have no control over those vacancies. He concurred that there will be an increased demand on training as new initiatives and new devices are introduced. There will always be some overtime but it can be addressed, not necessarily as overtime, as they can bring in people in other ways from the other support sections, where and when needed. It is just trying to find the right balance.

5. ADJOURNMENT

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That the meeting be adjourned at 8:06 p.m.

Motion Carried