



COMMITTEE OF THE WHOLE MEETING

September 25, 2017

7:00 p.m.

30 Honour House Court – Council Chambers

MINUTES

Members Present:

Members Present:

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

Staff Present:

**Colin Smith, CAO
Annette Crummey, Town Clerk
Robert Higson, Director of Finance
Michel Ouellet, Director of Engineering & Public Works
Gerry Cole, Director of Parks, Recreation & Community Relations
Shane Thomson, Director of Economic Development
Tyla Finlay, Director of Human Resources
Denis Pleau, Fire Chief
Denyse Richard, Deputy Town Clerk**

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Moved by: Councillor Jeremy Thorne

Seconded by: Councillor Cecile Cassista

That the agenda for the Committee of the Whole Meeting of September 25, 2017 be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

a. Kathryn-Ann Leger, Treasurer - NB Federation of Union Retirees

Raise awareness for National Seniors Day - October 1st

Taken as information.

5. PETITIONS, PRESENTATIONS & DELEGATIONS

a. Presentation by Tracy Wade, Planner, Southeast Regional Service Commission

Regional Recreation Master Plan

Tracy Wade advised that she was the Project Manager for the development of the Recreation Master Plan. It is intended to improve the health of our communities by enhancing recreational opportunities, enabling joint recreation asset development at a regional level, and to connect partner communities. It has been a two-year process (2015-2017) with funding from the Department of Tourism, Heritage and Culture. Phase 1 involved GIS mapping of recreation assets, including trails (1500), trail gap analysis between communities, consultation with

recreation manager and trail stakeholders. Phase 2 entailed putting the plan together by reviewing community profiles, asset distribution analysis, commute distance, and community meetings with recreation stakeholders, sub-regional stakeholder meetings. Sub Regions include - Fundy, Moncton, Beaubassin, Tantramar, Botsford.

A review of the natural recreation assets identified that the South East communities have all the ingredients to address national priorities in recreation.

The Recreation plan includes 40 recommendations and the Main goal has been identified as capacity building. Other goals include communication, seasonality, governance, climate change, facilities, transportation, collaboration, funding, trails, parks and natural assets. Each recommendation is assessed against the goals.

T. Wade advised that the next steps include presentations of plan to various Councils, participation in RecreationNB Conference (November 2017) which will be hosted by Town of Riverview. Also the South East Regional Service Commission Board will create two subcommittees- Trails Council and Regional Recreation Committee (fall 2017). She advised that the SERSC is eligible for provincial funding to hire a Recreation Coordination (2018-2020) of which 75% of salary will be covered by the Province to a maximum amount of \$45,000. New program being proposed where communities with no recreation staff can pool resources and share a staff person (50% covered by DTHC).

T. Ward confirmed with Councillor Cassista that 75% - to a maximum of \$45,000 will be covered by the Province for the new position which will likely be for a three year term. She noted that the municipalities do not have to fund but rather will be cost shared within the SERSC.

T. Wade confirmed with C. Smith that the applications for funding to address gaps in the trail would go through the Regional Service Commission.

Councillor Rampersaud stated that she appreciates the work being done and the information sharing between the municipalities.

b. Presentation by Janet Ferguson & David Daley - Members of the Spiritual Assembly of the Bahá'í Community

Janet Ferguson provided a brief introduction. The members of Council viewed a short video.

David Daley felt that the short video captured the essence of the Baha'i faith - oneness. He touched on the significance of the bicentennial celebration - the 200th Anniversary of the Birth of the Baha u' llah. He extended an invitation to Council to attend the celebration on October 21, 2017 at 7 p.m. He advised that he would also leave information for the public to attend the Open House on Sunday, October 22, 2017 from 1-4 p.m. at the Centennial Park Rotary Lodge.

c. Presentation by Bernard LeBlanc, President & CEO - Romeo LeBlanc Greater Moncton International Airport

Annual Update

Mr. LeBlanc introduced the Board Chair- Chris Bacich, as well as Arthur Allan and Patrick Grew (both serve as Riverview's representatives on the Airport Authority Board) who were also in attendance.

Mr. LeBlanc outlined Strategic Priority #1 - Leveraging the Cargo Investment, Strategic Priority #2 -Becoming the Preferred People Mover, and the Establishment of new routes. He touched on the 5 year and Year To Date Passenger Trend. Strategic Priority #3 - Developing a Focused Community Engagement and Communication Plan. Reaching out to municipalities for engagement.

2018 Anticipated focus areas - Infrastructure reinvestment (runways & aprons) and energy efficient and carbon reduction initiatives. Focus will be paid to Land development and revenue diversification as well as Air Service Development (European seasonal route, Newfoundland and US link, sun destinations and new universal low cost carrier).

Mayor Seamans thanked the representatives for their hard work.

6. EXTERNAL REPORTS

a. Building Permit Reports - 2017

6.a.1 June, 2017

Taken as information.

6.a.2 July, 2017

Taken as information.

6.a.3 August, 2017

Taken as information.

b. Building Development Reports - 2017

6.b.1 June, 2017

Taken as information.

6.b.2 July, 2017

Taken as information.

6.b.3 August, 2017

Taken as information.

c. Animal Control Reports - June, July, August, 2017

Taken as information.

d. Codiac RCMP - Update

Taken as information.

7. DEPARTMENTAL REPORTS

a. Administration Department

7.a.1 Administration Report for the months of August - September, 2017

C. Smith drew attention to an item in the report regarding the possible sale of the old transit bus. There is not a big return on the

bus and is looking to obtain direction from Council in case they have a different perspective.

Councillor Cassista supports the recommendation to sell. She inquired whether there was any indication as to the anticipated arrival of the new bus. She suggested that there would be some type of formal announcement. C. Smith concurred that he would share such details with Council once Codiak provides the information.

Mayor Seamans ascertained that Council consented to sale of the old bus. A consensus was obtained.

7.a.2 By-Law Enforcement Update

The Town Clerk noted that as of September the department has been taking advantage of the Service Tracker software.

Councillor Cassista sought clarification on the number of days to close a service request. The Town Clerk advised that the report may not be as accurate, at this point, because staff is getting accustomed to the system. She also remarked that staff will leave an item open until the issue is closed, which will vary depending on the issue.

The Town Clerk confirmed with Councillor Thorne that the service tracker will include any requests coming in through the complaint line, through Council, and if we receive a direct email from the public.

7.a.3 Council Report Form - Budget Planning for 2018 – Reviewing Preliminary Budget Parameters

C. Smith remarked that the report is similar to the format provided for the past two years. The intention is to align the budget parameters with Council's direction. The report contains budget assumptions and if these parameters do not align with Councils' then he encourages Council to please come forward and offer

different direction. Staff is seeking direction from Council in order to build a budget based on Council's directives.

C. Smith commented that the Lions Pool has been identified as a priority by Council. Staff is seeking clarification whether it becomes an automatic budget item or will it be another item debated during budget deliberations.

He suggested that the property tax freeze will have an impact on the budget. Also the number of homes reassessed will impact the budget. That is the reason staff is proposing a one cent increase to the property tax rate in the budget parameters. The freeze translates into \$300,000 plus staff has to be conscious of managing the capital budget as well as what the prolonged affect looks like.

Councillor Cassista pointed out that staff is asking Council to support proposed assumptions. She noted that there are a number of big ticket items that require more information in order to make an informed decision such, as the Lions Pool.

C. Smith reassured Council that nothing would be decided tonight. Staff is simply looking for direction and priorities in order to develop a budget for Council's consideration in the future.

R. Higson explained that the purpose of the budget parameters is a starting point for staff and is not an attempt to tie their hands. The budget parameters serve as a direction to staff to gather the necessary information to be able to come forward, in the near future, to Council with a proposed budget for their consideration, debate and finally approval.

C. Smith reiterated that Council is not committing to anything at this point. It is all simply part of the lengthy deliberation process. The budget is not finalized until Council has had an opportunity to deliberate it at length and they formally ratify the budget via a motion of Council.

C. Smith confirmed with Councillor Thorne that the \$800,000 figure is the Designated Highway ask. This amount would be the Town's

share and must be included in the budget in the event that the Town is successful in its application for funding. He also confirmed that the replacement of the boards and ice pad at the Byron Dobson Arena are a must in 2018. He pointed out that Council had previously recognized that investing in the arena was required and this just continues with the plan.

Councillor LeBlanc would like to see a draft budget without the one cent increase and would like Council to take a consensus vote.

Councillor Cassista confirmed that the budget parameters are simply a direction to staff.

R. Higson pointed out that the Town is already locked into certain increases in the budget such as salaries and union contracts. Since the budget is going to be flat (no additional revenues) we would be in a negative position if the one cent increase is not reflected in the budget.

C. Smith indicated that the general direction is obtained from Council which, in turn, provides staff with the ability to create a budget which complies with the direction given. Again, the information will be gathered and brought forward to Council for deliberation.

Deputy Mayor Bennett indicated that he supported the idea presented by Councillor LeBlanc to remove the one cent increase.

C. Smith confirmed that the Lions Pool will be in the budget unless direction is given otherwise.

Mayor Seamans called for a consensus to remove the one cent increase built into the budget and obtained a unanimous vote of Council.

Mayor Seamans called for a consensus for the Lions Pool to remain as a budget priority and obtained a unanimous vote of Council.

C. Smith will also provide information for comparative purposes illustrating the numbers if Lions Pool is removed from budget and what impact that would result in.

7.a.4 Council Report Form - Request Additional EMO Capital Funding for 2017

Moved by: Councillor Tammy Rampersaud

Seconded by: Councillor Andrew LeBlanc

That the Committee of the Whole recommend that Council approve the reallocation of the funds in the current 2017 budget to ensure the proposed EMO Infrastructure Plan is completed in 2017 before the 2018 ice/snow storm season.

Motion Carried

Chief Pleau indicated that he had reviewed the ice storm report prepared by the Province. He noted that there were items which were similar to the pitfalls the Town encountered. As a result, he put in a request to refurbish the old generator from Public Works. Also, it turns out that the Council Chambers is not suitable for numerous reasons for the Emergency Operations Centre (EOC), especially if the event is prolonged. There are many items that need to be set up in the EOC such as smart boards, clocks also there is no back up power for 2nd floor. He noted that it would be possible to hold media conferences in the Council Chambers but not if the EOC is located in Chambers. The media needs to be addressed in a separate location from the EOC.

C. Smith remarked that this is not an additional funding request but is a reallocation of funds from repairs to the RCMP building.

Town Clerk noted that only one motion is required and must be put on the floor for discussion.

Deputy Mayor Bennett was under the impression that the generator was new.

Chief Pleau confirmed that it is an old generator (1999) used at the Public Works building for the pumps. This is the generator he is proposing to upgrade.

Councillor Rampersaud stated that she appreciates that staff continues to refine the EOC.

Councillor LeBlanc inquired whether it could be used once upgraded? Chief Pleau noted that it could be used in various locations provided the building is equipped with a transfer switch. This would be an additional expense.

C. Smith remarked that other groups may partner with the Town to have the electrical upgrades carried out in order to utilize the generator.

Chief Pleau noted that some organizations are interested in acquiring their own generator. Other groups are interested in funding options available which Town staff can pursue.

Councillor Hansen stated that the proposal is a step in the right direction, and suggested we could be even more proactive looking ahead to see what additional steps can be taken.

Councillor Thorne remarked that the report refers to "Town of Riverview residents." Chief Pleau stated that he is a representative of the Town of Riverview and submitted his report to Council as such. He offered that the Town would not necessarily turn people away from a warming centre/reception area because they were not Riverview residents.

Chief Pleau confirmed with Councillor Thorne that an After Incident Review was carried out and a number of issues became apparent which have already been addressed -these included signage (hours of operation), registry, etc. This should alleviate some of the confusion encountered during the last incident.

7.a.5 Regional Service Commission

Tourism/Marketing Strategy

Moved by: Councillor Cecile Cassista

Seconded by: Deputy Mayor Wayne Bennett

That the Committee of the Whole recommend to Council that the Town of Riverview support the Regional Destination Marketing Organization (RDMO) and approve a budget allocation for 2018 consistent with contributions of the other municipalities.

Motion Carried

C. Smith noted that there have been ongoing discussions at the Regional Service Commission. There is a process and when something is added to the RSC budget (such as the Tourism/Marketing Strategy) municipalities have a certain time frame to respond. In this case, the Town would have 44 days once the resolution is passed by the RSC to communicate to them and/or pass a motion.

R. Higson remarked that this initiative will go forward by the South East Regional Services Commission even if some municipalities do not support it. Instead it will go ahead with the amount of funds collected by the SERSC. However, if all municipalities do not approve then the item may have to be deferred.

Mayor Seamans noted that she chaired that meeting and the Board agreed "in principle" to bring it forward to the municipalities for their consideration.

b. Finance Department

7.b.1 Finance Report for the months of July - September, 2017

R. Higson confirmed with Councillor Cassista that the report includes any expenses paid for by the Town not just the administration department. It provides an indication as to what the Town is paying for and when.

Report accepted as presented.

c. Engineering & Public Works

7.c.1 Engineering & Public Works Report for the months of June-September, 2017

Councillor Rampersaud thanked Town staff and Roadway Systems Limited for the quick repair work. She remarked on a letter recently received expressing displeasure over the sidewalk installation on Cleveland. However, on the other hand, she also received positive feedback from three young walking families who were extremely happy and a few seniors who appreciate the sidewalk.

Mayor Seamans commented on the Letter to the Editor from an Olive Street resident which was very complimentary.

Report accepted as presented.

d. Fire Department

7.d.1 Fire Department Report for months of June, July & August, 2017

Chief Pleau announced that the Beccatoldmetoo car wash-collected \$540 in donations.

Reports accepted as presented.

e. Parks, Recreation and Community Relations

7.e.1 Parks & Recreation Report for the months of July - September, 2017

Councillor Rampersaud extended her appreciation to the "Party in the Park" organizers. However, she did receive a constructive criticism that the event was on a weekday between 3-6 p.m.

Gerry Cole remarked that it was the first initiative and it was given a lot of consideration as to the date and time of event. He noted that the department is open to accept criticism and will take the comments into consideration.

Report accepted as presented.

f. Business/Economic Development

7.f.1 Business/Economic Development Report for the months of July - September, 2017

S. Thomson noted that the signage survey was launched and is expected to be live until the end of the month. Results will be reviewed and a report prepared for Council. He encouraged Council and their networks to complete the survey.

S. Thomson commented on the updates regarding the Canada 150 initiatives which include electrical infrastructure (Light Up Riverview), bike racks ordered, benches ordered and/or installed, a set of accessible binoculars located at the FCRS, as well something new in place for Harvest Festival - a container.

Deputy Mayor Bennett inquired whether any further consideration had been given to the installation of a clock for the tidal bore.

S. Thomson noted that he directs people to the website for tidal bore information.

Report accepted as presented.

g. Human Resources

7.g.1 Human Resources Report for the months of July - September, 2017

T. Finlay noted that 82 staff took part in the Respectful Workplace training.

Summer Fling Challenge resulted in a tie between the Public Works and Parks & Recreation. The tie breaker was a washer toss competition which was won by Public Works. It was held at the retirement party for Danny Gladstone (38 years).

Report accepted as presented.

8. OTHER BUSINESS

NIL

9. COUNCIL STATEMENTS/INQUIRIES

Councillor Cassista encouraged everyone to attend the International Older Persons flag raising ceremony to be held on Wednesday, September 27th at 11:30 a.m. at Town Hall. Also International Older Persons day will be celebrated on October 1st at the Fundy Chocolate River Station.

Councillor Coughlan read the letter to the editor wherein a resident had expressed their appreciation to the Town staff and Dexter Construction regarding the construction on Olive Street.

Councillor Hansen expressed appreciation for the Town's efforts regarding the watermain renewal and the lawn repair. She also reported on the concern of the Kettle Creek residents regarding people trespassing across their property to get to the Splash Pad.

Gerry Cole commented that ordinarily the Town does not fence things in such recreation features. He indicated that he is going to have to sit down with the condo association to determine what they would like to see. He noted that there is an access point to the Splash Pad. He cautioned that if the Town were to extend the fencing it would have an impact on the budget. G. Cole is still reviewing the situation in order to come to the best solution.

Councillor Thorne suggested that the "children at play signs" be moved back in the Whitepine area (Claude D. Taylor). He also inquired whether it would be possible to do a speed blitz in this area.

M. Ouellet suggested that an assessment of the school signs could be an item for the Traffic Committee.

Deputy Mayor Bennett remarked that he is setting up a meeting with RCMP to get some help with speeding in the Whitepine area.

10. ADJOURNMENT

Moved by: Councillor Tammy Rampersaud

Seconded by: Councillor Cecile Cassista

That the meeting be adjourned at 9:18 p.m.

Motion Carried