



COMMITTEE OF THE WHOLE MEETING MINUTES

Monday, November 27, 2017

**30 Honour House Court - Council Chambers
7 p.m.**

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

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
D. Pleau, Fire Chief
Superintendent T. Critchlow, Codiac RCMP
Sebastien Arcand, Senior Urban Planner, Urban Planning

Regrets: Councillor L. Hansen

1. CALL TO ORDER

Mayor Seamans called the meeting to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

That the agenda for the Committee of the Whole meeting of November 27, 2017 be approved.

Motion Carried

Mayor Seamans took the opportunity to introduce and welcome Superintendent Critchlow to the Council Chambers. He recently was promoted to the position of Superintendent.

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

NIL

5. PETITIONS, PRESENTATIONS & DELEGATIONS

a. Presentation by Kim Caissie - President of Claude D. Taylor Home and School Association

Seeking funding for playground

Kim Caissie, President, of the Claude D. Taylor Home & School Association conducted a power point presentation. She commented that the Association is a volunteer, not-for-profit organization that focuses on the education, health, safety and social well-being of the students attending Claude D. Taylor School. The proposed playground project will greatly improve the well-being of all those who use it and will be available for use by the whole community. It has been identified that there is a lack of playground equipment targeted for Grades 3-5 at their school. The Home and School Association wanted to address this issue and began conducting

its research and fund raising efforts. The Association engaged the students, teachers, the District and also met with various suppliers, then selected the design. The structure is designed to challenge their physical abilities and to encourage social interaction which will result in a multitude of positive spin offs such as improved concentration in class and assisting with coping strategies. The structure will accommodate between 40-50 children and its life span is between 20 - 25 years. She reported that to date the Home & School Association has raised approximately \$13,000 and will continue to fund raise until the target amount of \$34,000 (which includes the structure & the installation costs) is reached. K. Caissie stated that the Association has completed and submitted the Community Investment Application for 2018 for an Annual Grant in the amount of \$10,000.

K. Cassie confirmed that the structure is accessible from all sides; and it does incorporate a swing component (helps with autism). She pointed out that the smaller playground does have a ramp. The District has no issues with the location of the structure and the tender will go through the District in order to save the tax. K. Caissie confirmed with Councillor Thorne that within the past two years several funding raising initiatives have been conducted including bottle drives, cookie dough sale, Vessey's seed sale, Goji's day, and the upcoming Christmas fair. Additional bottle drives are planned as well as a spring carnival.

K. Caissie confirmed with Councillor Cassista that artificial turf will not be used but rather the structure will be on a "floating base" with pea gravel underneath.

K. Caissie confirmed with Deputy Mayor Bennett that the District does not assist financially with playgrounds upgrades. That is the responsibility of the Home & School Association (with respect to new structures in an existing playground). He inquired whether any thought had been given to services "in kind" the Town could provide rather than financial support.

Councillor LeBlanc inquired about the life span of the existing equipment and whether consideration had been given to thinking of a larger strategy.

K. Caissie remarked that the District did review the existing structure and were on board with the new addition.

K. Caissie confirmed with Mayor Seamans that if the fund raising goal is achieved the plan is to break ground and proceed with installation in the spring of 2018.

b. Presentation by Sebastien Arcand, Senior Urban Planner, Urban Planning

Update on Sign By-Law Review

S. Arcand noted that in 2013 the Zoning By-Law was reviewed but the sign portion of the by-law was placed on hold due to issues with the business community. Staff would now like to proceed with updating that portion of the by-law. He indicated that signs are primarily concerned with aesthetics and traffic safety. The By-law addresses different factors - type, size, set back, etc. In order to assist staff and Council with the proposed amendment, a sign survey was developed to identify the top sign issues in Riverview.

S. Thomson reported that almost 200 people responded to survey. It revealed that the issues related to signs pertained to safety in relation to the roadway. Another area of priority was given to sight lines. To summarize comments from the respondents suggested that signs should be well designed, maintained and installed at appropriate locations; too many signs create clutter and detract from natural beauty; digital signs should be allowed, if properly regulated; same was said of portable signs.

S. Thomson stated that he wanted to get Council's feedback before actually drafting the by-law. The top three issues were identified as visually appealing signage, safety, and regulated signs.

S. Thomson reviewed the survey findings for digital, portable and bill board signage. Signage is part of the Zoning By-Law and any changes to it require a public hearing, advertising and an objection period to allow for residents to submit their objections and/or comments. Council would have another opportunity to voice their opinions on the proposed changes when it is brought forward for consideration during this process.

Councillor Thorne identified his concerns which included brightness, flashing signs (which may aggravate or trigger people with autism); bright signs placed in too close a proximity to residential homes.

S. Thomson confirmed with Councillor Thorne that staff is working on a strategy with respect to regulating signs in public places and town owned property. The matter of signage placed on NB Power poles was discussed as the majority of people who responded to the survey found this type of usage to be cluttered and unsightly. It was noted that the City of Moncton has taken the position that NB Power owns the poles and are NB Power's responsibility to manage. It is basically up to the people who put the signs up to take them down.

Councillor Cassista remarked that previously there had been push back from the business community on the proposed changes to signage. She indicated that she would like to continue to engage the business collective and receive their input on any proposed by-law.

S. Thomson confirmed that the survey had gone out to the general public and certainly the business community was encouraged to complete it.

Councillor LeBlanc suggested that the results of the survey could be shared with the collective as well as the draft by-law. It should be formally presented and feedback gathered from the business collective.

S. Arcand indicated that in order to manage expectations during this process, he pointed out that when the City of Moncton's new sign by-law was introduced it was quite controversial (especially pertaining to digital signs) but once the regulations had been agreed upon it was better received and there are no issues at this point in time.

C. Smith confirmed with Councillor LeBlanc regarding the process for input from Council. He indicated that staff would like to obtain general direction tonight and would then draft the by-law in keeping with the direction and concerns raised. Staff first needs to know whether Council would even entertain the use of digital signs, portable signs and/or billboards. If so, then to what degree. Any direction from Council would be incorporated into the by-law. If there is no tolerance for a particular type of sign, staff will word the by-law accordingly. In the end, staff hopes to come up with

a balance between the direction from Council, the residents of Riverview and the business community.

A **consensus of Council** was obtained on permitting digital signs within the Town of Riverview taking into consideration that regulations would be incorporated into the by-law regarding brightness and proximity to residential homes.

C. Smith confirmed with Councillor Cassista that staff will draft a component relating to digital signs which will take into account the issues raised. The by-law would be prepared, public consultation undertaken and eventually be considered by Council for final approval.

Councillor Cassista expressed concerns that the Town has to be conscious of the fact when drafting the by-law that there are business people who make their living off selling signs. She wants to be sure the business community is engaged in this process.

The members of Council had a discussion on portable signs which identified that the proposed by-law would differentiate between the types of portable signs (i.e. post card portable signs and the larger neon signs, etc.), regulate the size, location, proximity to roads and intersections, possibly limit the number of signs per business, perhaps the design of the sign (harder to manage).

S. Arcand confirmed with Deputy Mayor Bennett that the Town is permitted within the Zoning By-Law to regulate signage within the Town of Riverview.

S. Arcand confirmed with Councillor Cassista that real estate signs are different and don't go through a permitting process. However, there are limitations on those types of signs as well.

S. Arcand confirmed with Councillor Cassista that election signs are identified as a sign that does not require permitting. It is governed by another regulation and staff must be careful not to over step our boundaries.

C. Smith remarked that staff would also address the matter of signs in public places and parks within the proposed by-law.

S. Thomson pointed out that, for instance, portable signs are currently not permitted within the Town of Riverview yet there are numerous ones located throughout the Town. The enforcement of which is over whelming for the by-law officer.

C. Smith summarized that there appears to be a willingness to allow portables signs such as post card and other promotional signs providing that some form of limitations/regulations are included as per the concerns outlined by Council and that staff will provide recommendations based on our ability to enforce.

A **consensus of Council** was obtained on permitting portable signs based on imposing certain restrictions/regulations as outlined.

S. Thomson noted that billboard signs are currently only permitted in rural areas. He indicated that he has had inquiries from private land owners and business owners as to whether billboard signs would be permitted, and he is seeking direction from Council.

S. Arcand noted that Council should approach with caution. If such signage was permitted in the urban areas it is really hard to remove because they would be grand fathered.

C. Smith stated that based on the discussions, Council was not in favour of billboard signs. A review of billboard signs in rural areas would be undertaken.

A **consensus of Council** was obtained that billboard signs would not be permitted in urban areas and a review of the current regulations in rural areas would be carried out.

6. EXTERNAL REPORTS

a. Building Permit Report for the month of October, 2017

Taken as information.

b. Building Development Report for the month of October, 2017

Taken as information.

c. Animal Control Report for month of October, 2017

The Town Clerk confirmed with Councillor Coughlan that staff will look at an approach/strategy in the New Year to encourage more pet owners to comply with licensing their pets. Town Clerk pointed out that the Town may see a spike in the purchases of animal licenses in December 2017 and January, 2018 as the 2018 licenses become available.

d. Codiak RCMP Report

Supt. Critchlow indicated that he is just getting familiar with his new role and getting acquainted with the Councils.

Supt. Critchlow advised that the crime maps will now be available to the general public on the CRPA's website. The new format, developed by the CRPA's Quality of Policing Committee, will be published on the CRPA's website on Wednesdays. This means that the maps will no longer be circulated by email to members of the CRPA and the three municipal councils. The format is more consistent to everyone and is available to anyone interested.

Councillor Cassista confirmed that the policing reports that were normally circulated weekly will discontinue. She noted that Neighbourhood Watch is very active in Riverview and found the weekly information to be useful but will be able to access it through the CRPA web site.

7. DEPARTMENTAL REPORTS

a. Administration Department

7.a.1 Administration Report for the month of November, 2017

Councillor Thorne commented on the reference to the external consultant hired to review the procurement practices. He noted that he had previously inquired about advertising in publications such as the *Municipal World* and wondered whether this is now a possibility.

C. Smith confirmed with Councillor Thorne that staff has hired an external consultant to review the procurement practices in order to develop a standard tender/RFP document and to allow

for increased consistency and also to streamline the process. For instance, there may be simpler requirements that the Town could have in place that would make it less complicated for a bidder to complete and submit a compliant tender submission. The procurement process is designed to be transparent by conducting public tender openings. He confirmed that the method of posting through the Provincial body of the New Brunswick Opportunities Network, which is nationally recognized and is free of charge, will continue. Vendors are registered with NBON and will automatically receive notification through this system of the opportunities that are available. The Town references people to the NBON site for the tender/RFP information/ documents. However with the development of the new Town of Riverview web site there is the possibility of listing upcoming tender/RFP opportunities (not the documents itself).

7.a.2 By-Law Enforcement Update

Taken as information.

b. Finance Department

7.b.1 Finance Department Report for the month of November, 2017

R. Higson confirmed with Councillor Cassista that the debt ratio fluctuates but it is measured once per year and staff provides a "snap shot" as of January 1st of each particular year. He remarked that as per the recent budget deliberation the debt ratio over the next two to three years will come down.

R. Higson confirmed with Councillor Cassista that the Town had submitted an application for funding through the environmental trust fund for the work being undertaken on the Town's asset management plan. The Town may be eligible to receive up to 80% towards the costs we have occurred since making the application. He noted that the Town is anticipating to receive between \$30,000 - \$35,000 on our \$45,000 - \$48,000 investment.

c. Engineering & Works

7.c.1 Engineering & Public Works Report for the month of November, 2017

Taken as information.

d. Fire Department

7.d.1 Fire Department report for the month of October, 2017

Taken as information.

e. Parks, Recreation and Community Relations

7.e.1 Parks & Recreation Report for the month of November, 2017

Councillor Coughlan stated that he was pleased with the progress made to Ridgeway Park. G. Cole confirmed that staff will continue work on it up until December 1st.

f. Business/Economic Development

7.f.1 Business/Economic Development report for the month of November, 2017

S. Thomson announced that the Town of Riverview was recently awarded the Eco 360 Environment Award by the Regional Service Commission for our advancements in the three stream program.

S. Thomson confirmed with Councillor Cassista that with respect to the Café a development variance was required as opposed to a rezoning.

S. Thomson confirmed with Deputy Mayor Bennett that the owners plan to improve the outward features of the container to make it more visually appealing.

7.f.2 Council Report Form - Sign By-Law

Previously addressed in the agenda.

g. Human Resources

7.g.1 Human Resources Report for the month of November, 2017

T. Finlay confirmed that an offer has been made to and accepted by an applicant for the Clerk receptionist position. The new employee will commence in approximately two weeks.

8. OTHER BUSINESS

a. Grant Report - November 2017

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Council to award a grant in the amount of \$1,000 to the Moncton Learning Regional Council.

Amendment:

Moved by: Councillor J. Thorne

Seconded by: Deputy Mayor W. Bennett

That the Riverview Town Council entertain an amendment to the original motion to recommend to award to the Moncton Regional Learning Council a grant in the amount of \$500 in support of the Imagination Library.

Motion Carried

Vote called on the motion as amended.

Motion Carried

The Deputy Clerk confirmed with Councillor LeBlanc that the Imagination Library is geared toward improving literacy. The intention is to provide a new book each month from the time the child is a newborn until the age of five years old.

Councillor Thorne suggested that perhaps it would be beneficial to come in and make a presentation.

An amendment was proposed and a discussion ensued on the amendment.

There was some question pertaining to the number of Riverview residents which would benefit from the program. This information is included in the application itself.

Councillor Rampersaud remarked that there have been many applications that have been approved by Council that were taken on face value without question.

9. COUNCIL STATEMENTS/INQUIRIES

NIL

10. ADJOURNMENT

Moved by: Councillor A. LeBlanc

Seconded by: Councillor C. Cassista

That the meeting be adjourned at 8:37 p.m.

Motion Carried