



COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, February 26, 2018

Immediately Following Public Presentation

30 Honour House Court - Council Chambers

Members Present: Mayor Ann Seamans
Councillor Lana Hansen
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
D. Pleau, Fire Chief

Regrets: Deputy Mayor Wayne Bennett
G. Cole, Director of Parks, Recreation and Community Relations

1. CALL TO ORDER

Mayor Seamans called the meeting to order at 6:37 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Councillor J. Coughlan

Seconded by: Councillor C. Cassista

That the agenda for the Committee of the Whole Meeting of February 26, 2018 be approved.

Motion Carried

Mayor Seamans conducted a moment of silence in honour of Rebecca Schofield who passed away February 17th.

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

a. Claudette Bernard-La France, RD Public Health Dietitian

Promoting March as Nutrition Month

Taken as information.

6. EXTERNAL REPORTS

a. Building Permit Report for the month of January, 2018

Taken as information.

b. Building Development Report for the month of January, 2018

Taken as information.

c. Codiac RCMP - Report for the month of January, 2018

Taken as information.

7. DEPARTMENTAL REPORTS

a. Administration Department

7.a.1 Administration Report for the months of January- February, 2018

C Smith commented on two issues. He indicated that the timeframe for moving forward with the Community Led Fundraising Initiative for the proposed Wellness Centre has had to be adjusted as the Town will have to do an RFP to secure a fundraising consultant to assist with the next phase in the fundraising campaign process. The requirement to do an RFP will only have a minor impact on the timeline. Due to the fact the firm that was awarded the previous RFQ for the pre-campaign study no longer has local staff representation and the services offered in the previous RFQ had expired, and the Town is required to go back through a competitive bid process. That opinion was confirmed by legal counsel. The new RFP will be developed and released in March.

C. Smith touched on the local improvement process. He noted that last year the local improvement process received a lot of attention. In an effort to improve the process the letters/notice which are mailed out to the home owners were revised to include all the pertinent information including the associated costs. The notice also invited property owners to attend an information session on the proposed projects. This year the information session was held on February 13th wherein approximately 20 residents attended. He indicated that it was a very good meeting and the citizens received clarification and also provided some excellent feedback and questions about the engineering aspect of the work.

Report accepted as presented.

b. Finance Department

7.b.1 Finance Report for the month of January, 2018

R. Higson remarked that there has been a slight increase in accounts receivable but the department is again starting to see progress in this area.

Report accepted as presented.

c. Engineering & Works

7.c.1 Engineering & Works Report for the months of January - February, 2018

M. Ouellet confirmed with Councillor Cassista that the tenders for the department are posted on NBON beginning on Thursday, February 15th and will continue for a month or so until the end of March.

M. Ouellet confirmed with Councillor Thorne that the water break on Buckingham Avenue was a ten inch Cast Iron pipe. The break was complicated by the fact that it was longitude in nature and ran across and above the sanitary sewer pipe at the point of the break. M. Ouellet commented that the department has been tracking water breaks on every street since 1980 and there have only been six breaks on Buckingham Avenue. He remarked that the streets that are being considered for watermain renewal have had many more breaks and have a much higher break index. He indicated that it is questionable if Buckingham is a candidate for watermain renewal. Since there are many other streets that experience many more breaks, it was felt that the asphalt surface needed attention (resurfaced) while awaiting to address the watermain pipe.

Councillor Coughlan expressed his gratitude to the department for moving snow around in parking lot to accommodate the funeral.

Report accepted as presented.

d. Fire Department

7.d.1 Fire Department Report for the month of January, 2018

Chief Pleau confirmed with Councillor Thorne that the report refers to an increase in fire alarms responses.

Chief Pleau confirmed with Councillor Thorne that typically the department conducts fire inspections on commercial properties not residential homes. He noted that it would be possible to conduct a home fire inspection but this would require the scheduling of an appointment.

Mayor Seamans commented on the recent water rescue carried out this week on the Petittcodiac River. She inquired whether any thoughts had since been given on a request being submitted to the Province for improved access to the river in order to make river rescue operations easier and safer for all involved.

Chief Pleau remarked that discussions with the other two local Fire Chiefs had taken place. He is not certain as to what the solution would be given the difficulties encountered, but they are only in the preliminary stages of discussions.

C. Smith commented that perhaps the solution could be integrated as part of the bridge construction. The Town will be meeting with the Province's engineer and perhaps this idea could be broached.

Report taken as information.

e. Parks, Recreation and Community Relations

7.e.1 Parks & Recreation Report for the month of February, 2018

C. Smith commented that the Director is out sick but he would attempt to answer any questions or pass along comments.

Report taken as information.

f. Business/Economic Development

7.f.1 Business/Economic Development Report for the month of February, 2018

Report taken as information.

7.f.2 Financial Incentives

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to give staff direction to draft a Riverview financial incentive program to bring forward to Council at a later date for consideration.

Motion Carried

S. Thomson remarked that Council had wanted the Department to explore incentive options. He confirmed that the Local Governance Act allows such incentives and is seeking Council's input whether they would be in favour of preparing a policy for Council's consideration.

Councillor Cassista stated that she supported the motion and suggested the Department look into what the Grand Falls area offers in this regard.

Councillor Rampersaud indicated that she also supports the motion and would welcome a draft document which contains more detail for Council's review.

Councillor LeBlanc noted that the idea is a great step forward and will position the Town to promote commercial growth.

C. Smith remarked that the Grand Falls area had stopped collecting building permits. He questioned whether it was Council's intention to direct staff to target specific spots wherein the incentives would be offered or would it be for the whole Town. He indicated that intention of staff would be to recommend incentives for the whole Town. He suggested that if Council is opposed to that idea then direction should be given to staff.

Mayor Seamans confirmed that she would like to see it for the whole Town.

Councillor Hansen supports the idea of a plan for the whole Town. Council has to consider the unique opportunities that we have within the Town.

g. Human Resources

7.g.1 Human Resources Report for the month of February, 2018

T. Finlay stated that the interviews for summer student positions have begun.

Report taken as information.

h. Corporate Services Department

7.h.1 Corporate Services Department Report for the month of January, 2018

A. Crummey noted that it is the first report for the new Corporate Services Department. The report includes particulars pertaining to Animal Control as well as By-Law enforcement.

Councillor Thorne indicated that he would like to see more of a breakdown in relations to the fines and complaints section of the report.

A. Crummey confirmed with Councillor Thorne that she is still refining the format of the report. She commented that while no fines were issued in January as often times the Animal Control Officer would issue a warning first before levying a fine.

A. Crummey confirmed with Councillor Coughlan there will be more information in the coming weeks with respect to the possibility of utilizing a third party to help out with the licenses.

Report accepted as presented.

8. OTHER BUSINESS

a. Grant Report for the month of February, 2018

Moved by: Councillor C. Cassista

Seconded by: Councillor A. LeBlanc

Harvest House

That the Committee of the Whole recommend to Town Council to award a grant in the amount of \$1,000 to Harvest House in support of the Walk for Homelessness on March 17, 2018.

Moved by: Councillor J. Thorne

Councillor Thorne proposed an amendment of to increase the grant to Harvest House to \$1,500. Received no seconder.

A vote was called on the original motion.

Motion Carried

Moved by: Councillor C. Cassista

Seconded by: Councillor T. Rampersaud

Juvenile Diabetes Research Foundation

That the Committee of the Whole recommend to Town Council to award a grant in the amount of \$1,500 to the Juvenile Diabetes Research Foundation in support of the Walk for the Cure on June 10, 2018.

Motion Carried

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

Atlantic Nationals

That the Committee of the Whole recommend to Town Council to award a grant in the amount of \$3,000 to Atlantic Nationals in support of the breakfast held in Riverview on July 5, 2018.

The Deputy Clerk commented that last year the amount of the grant had been increased to reflect a truer cost of the breakfast. She noted that the Town is charged \$5 per head for the breakfast and the numbers in attendance vary from year to year.

Motion Carried

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

River of Pride

That the Committee of the Whole recommend to Town Council to award a grant in the amount of \$1,250 to River of Pride in support of the Pride Week held from August 18 - 25, 2018.

Moved by: Councillor J. Thorne

Councillor Thorne proposed an amendment to the motion to award \$250 to the River of Pride organization. No seconder received.

Motion Carried

The Deputy Clerk confirmed with Councillor Cassista that she had made an error when preparing the checklist with respect to the Building Officials Association. The “no” column should have been checked instead of the “yes”.

A. Crummey confirmed with Councillor Cassista that the request pertaining to the GeekFest did not qualify as it was not in operation for one year.

9. COUNCIL STATEMENTS/INQUIRIES

Councillor Coughlan indicated that he had attended press conference today entitled *For the Love of New Brunswick* which encouraged New Brunswickers to buy local products in order to generate a positive spin on our economy.

Councillor Rampersaud extended her appreciation to the Fire Department and IAFF who are doing an excellent job connecting with our community through an increase in their social media presence. Also the Parks & Recreation Department and Meghan Cross are doing an excellent job utilizing social media to provide updates and push out what is happening in the Town. Councillor Rampersaud was pleased to report that she was receiving many positive comments on the new Town web site.

C. Smith confirmed with Councillor Thorne that the Town does not own the parking lot at the Aquatic Centre. Councillor Thorne remarked that the parking lot is in poor condition. C. Smith noted that the Town could make the request to the Province to have it repaired, but could not guarantee the results.

Mayor Seamans suggested that if the Town were going to be communicating with the Province to also see about them doing some cold patching on the causeway/ramp.

10. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Councillor T. Rampersaud

That the Committee of the Whole meeting of February 26, 2018 be adjourned at 7:21 p.m.

Motion Carried