



COMMITTEE OF THE WHOLE MEETING MINUTES

**Monday, March 26, 2018
7 p.m.**

30 Honour House Court - Council Chambers

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

Regrets: Councillor Lana Hansen

Others: Inspector Luc Breton, Codiac RCMP

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Moved by: Councillor C. Cassista

Seconded by: Councillor T. Rampersaud

That the agenda for the Committee of the Whole meeting of March 26, 2018 be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

a. Debbi Tobin, Executive Director, Epilepsy Association of NS

Requesting support for 10th Anniversary of Purple Day

The Riverview Town Council has elected to wear purple ribbons to support all of our constituents and their families who live with epilepsy. Today, March 26th is Purple Day, and is officially recognized in Canada as Purple Day as was passed in the House of Commons on June 28, 2012. Purple Day acknowledges all persons living with epilepsy and purple ribbons are worn to demonstrate support. Therefore let it be known the Town of Riverview acknowledges and supports those living with epilepsy.

Taken as information.

b. Response from FCM re Fluoridation Resolution

C. Smith confirmed with Councillor Cassista that he was not aware whether the City of Moncton submitted a letter. He was aware that the City of Dieppe had but was uncertain whether they had received a response. The response from FCM on this issue is that they are not going to take a position. C. Smith indicated that the Town purchases water from the City of Moncton who has made a decision to continue as they have been operating. No further action required. Taken as information.

5. PETITIONS, PRESENTATIONS & DELEGATIONS

a. Presentation by Karine Pelletier, Community Animator & Josée Léger, Social Inclusion Coordinator - New Brunswick Association for Community Living

Update on organization & reflection on how NBACL could be more inclusive in the Town of Riverview

Karine Pelletier conducted a PowerPoint presentation on the objectives of the New Brunswick Association for Community Living. The Association was created in 1957 to improve the quality of life for children and adults with intellectual difficulties. The main office is located in Fredericton with Social Inclusion programs offered in Fredericton, Saint John, Moncton, Grand Falls and Bathurst.

She stated that "Social inclusion is about having a sense of belonging in our communities and real opportunities to live where we choose, develop relationships, and participate in community life."

The goal is to have people known as individuals with unique personalities and not labelled. Unfortunately there still exists the public perception that individuals with a disabilities are "special" who need special treatment who need different places to learn, live and work. Supported living is about people having a choice. Even though we have made great strides forward there is still much more to accomplish.

Karine Pelletier confirmed with Councillor Rampersaud that in the Province of New Brunswick approximately 80 persons live in their own homes and in the Greater Moncton Area there is number is approximately 15. The Association for Community Living receives funding through Social Development. The Association also collects clothes which are sold at Value Village and a portion of those sales goes to the Association as well.

Deputy Mayor Bennett noted that his son is intellectually delayed. Karine Pelletier confirmed that if an individual already has a social worker, the social worker could provide a reference to the programs offer by the Association for Community Living.

Councillor Cassista stated that she was touched by the slides and the informative presentation.

b. Presentation by Myriam Mekni, Assistant Director & Georges Nammour, 2nd Vice-President on BOD - Multicultural Association of Greater Moncton

Update of activities of MAGMA

Myriam Mekni advised that MAGMA is a settlement agency that services the Greater Moncton Region. Last fall opened a satellite agency in Richibucto serving the Kent County area. MAGMA's mission is to enrich and enhance the well-being of our community by fostering and nurturing respect, understanding and acceptance of an assisting people from all heritages.

It assists new immigrants and refugees in their settlement, orientation and adaptation. Helps to create a cultural awareness in the community at large and encourage appreciation and sharing of our diverse cultural values.

MAGMA has five departments with 73 support staff which offer guidance and assistance to new immigrants and refugees. The departments include the Settlement Department which assisted 106 refugees and 974 independents (covers period from January 2017 until end of February 2018). The Language Department which offers 23 classes including Foundation Literacy, LINC, PELT, Citizen classes, and English classes (for which there is a waiting list). There were 363 enrollments and 192 graduates. The Pre-Employment Department which offer workshops to immigrants in order to get them job ready. Staff conducted 78 initial assessments; 176 counselling sessions and 52 individuals received Sector Specific Training. The Workplace Integration Department carried out 162 Needs Assessments for the Atlantic Immigration Program; recorded 48 Employer Outreach & Strategic Partnerships and 25 Crossing Cultures Sessions were delivered. As well as 11 Mentees who were accepted into the Professional Immigrant Mentorship Pilot. The Care for New Comer Children Department which is

offered while parents are in classes. For the period from December to YTD that represented 50 infants; 118 toddlers; and 247 preschool children.

Councillor Cassista remarked that last year the Mosiaq Festival that attracted between 6,000 - 10,000 people. She recognized Bob Hyslop a long-time support of MAGMA who was a former President and Treasurer.

George Nammour noted that he is the Vice President on the Board of MAGMA. He recounted that in 1976 at age of 17 he left his home of Lebanon and immigrated to Montreal with very little. Today he is the proud owner of five McDonald Restaurant's. He came to into the Country as an individual, and then he got married and raised a family. In turn, his children also married and have raised families of their own in this Country. He remarked that people don't often think of the long term results from immigration. His own personal storey demonstrates how important it is to attract and keep immigrants here. All the time and effort from the staff and volunteers who serve MAGMA is a long term investment. Canada represents opportunity for most new immigrants, and they want to be able to offer stability for their families. One Canadian in five is not born in Canada. Mr. Nammour stressed that we have to focus on how to keep immigrants here and suggested that municipalities could explore offering incentives for them to want to remain here. It is very important to do everything we can to welcome and keep them.

Councillor Rampersaud expressed her appreciation for the enlightening presentations. She was thankful for all the work carried out by MAMGA.

Deputy Mayor Bennett commented that the Town has always been a strong supporter of MAGMA, and we look forward to having more immigrants come to Canada.

Mayor Seamans remarked that she is looking forward to the Immigration Summit in May.

c. Presentation by Andrew Boudreau, AC Stevenson & Partners

Review of 2017 Audited Financial Statements

Mr. Boudreau indicated that Council has been provided a report to summarize and assist them in understanding the documents. He remarked that the firm had completed the audited financial statements; and that the report was issued without reservations. He confirmed that his firm is independent of the Town and was able to perform the audit. Mr. Boudreau reported that during the audit various statements were reviewed as well as the internal controls and concluded that there was no illegal acts or fraud. Further that all financial ratios were in accordance with Municipalities Act.

Mr. Boudreau indicated that the Financial Statements included an independent auditors' report. The report also outlines the auditor's responsibilities and it provides their opinion that it fairly represents the financial position of the Town of Riverview.

He pointed out that there are capital expenditures that are coming forward in the next few years, and Council must adhere to certain municipal ratios. The property tax freeze will also have an impact on revenue and it is going to be very important to for Council to look at its borrowings and how to fund them as it will come into play in the future.

Moved by: Councillor T. Rampersaud

Seconded by: Deputy Mayor W. Bennett

That the Committee of the Whole recommend to Riverview Town Council to approve the audited financial statements for the year ending December 31, 2017 prepared by AC Stevenson & Partners, Chartered Professional Accountants.

Mr. Boudreau confirmed with Councillor Cassista that with respect to gas tax funding (which was \$450,000 outstanding at the end last year) the rule is that until the Town has actually spent the money it needs to be deferred or put in a separate account which has to be restricted. He noted that the Gas Tax money has been spent and that is why there is no Gas Tax Fund

balance at the end of 2018. He also confirmed that the audit is based on samplings.

Motion Carried

6. EXTERNAL REPORTS

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

Taken as information.

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

Taken as information.

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

Report accepted as presented.

Inspector Breton confirmed with Councillor Cassista that the RCMP are placing information on-line for the public to access and are no longer providing written Council reports.

Inspector Breton confirmed with Councillor Thorne that the statistics in the area for drinking and driving for month of February are high.

Mayor Seamans confirmed with Inspector Breton that in order to schedule a presentation to Council contact should be made with the Deputy Town Clerk. Inspector Breton noted that a presentation was made on March 12th to the Moncton City Council to present the year end budget, and they would like to do the same in Riverview.

Inspector Breton noted that in an effort to reduce theft in vehicles a new initiative has been developed. A student designed a new pamphlet asking people to lock their car doors. A portion of the pamphlet is designed to be placed inside your vehicle to deter thieves.

R. Higson clarified with Inspector Breton that the presentation would outline the year end results.

Inspector Breton confirmed with Councillor Cassista that he could provide a supply of the pamphlets to her for use by the Neighbourhood Watch.

Councillor Thorne inquired whether a supply could be provided to Town Hall and the RCMP station in Riverview.

Inspector Breton confirmed with Mayor Seamans that the recent lock down at Riverview High School is still being investigated. He commented that one individual has been arrested and confirmed there were no injuries during the incident. Inspector Breton remarked that there had been excellent cooperation from the school.

Report accepted as presented.

7. DEPARTMENTAL REPORTS

a. Administration Department

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

C. Smith noted that with respect to the listing of the old public works site there is an additional step the Town must take.

Originally the Town was simply going to list the property with a commercial broker. It was determined the Town needed to do an RFP to select a broker due to the value the broker would earn if they sold the property.

Report accepted as presented.

b. Finance Department

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

Report accepted as presented.

c. Engineering & Works

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

M. Ouellet confirmed with Councillor Cassista that last year the Town took advantage of the large capacity of our new salt dome and purchased additional salt from the Sussex mines because it was closing. This year the Town had recently run out of salt but he confirmed more has become available.

C. Smith confirmed with Councillor Rampersaud and Deputy Mayor Bennett that the Town continues to try and work with the land owner of Riverview Truck with respect to the drainage and fencing issues as well as a few other outstanding issues.

C. Smith confirmed that the Town had not, as yet, written to the School Board with respect to the poor condition of the parking lot at the Aquatic Centre requesting them to repair it. He noted that to be fair, in the past, the Town had stepped in and carried out some patching and other work. C. Smith indicated that the intent would be to follow through with a written request in the near future when the weather permits such repair work. He confirmed that he would provide an update when a response is received. He did point out the parking lot would require more than just patch work.

M. Ouellet confirmed with Councillor Coughlan that the anticipated closure of the causeway in 2020 would be for the same length of time (June - December, 2020) as was initially predicted.

M. Ouellet confirmed with Councillor Coughlan that the Town continues to prepare the tender documents for the Gunningsville Intersection.

C. Smith pointed out that the Province needs to endorse the project and enter into a contract with the Town prior to any further action being taken by the Town.

Report accepted as presented.

d. Fire Department

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

Chief Pleau confirmed with Councillor Cassista that he had contacted both service groups and a draft contract had been prepared with respect to the generator upgrades. As per the conditions previously outlined, said work is to be completed by September 30th.

Report accepted as presented.

e. Parks, Recreation and Community Relations

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

G. Cole encouraged everyone to attend the Maple Fest which takes place from April 6-8th.

Deputy Mayor Bennett advised that he had been contacted by a representative of The Girl Guides of Canada who were successful in obtaining \$1,000 for tree planting initiatives. The Girl Guides would like to work with the Town regarding the tree planning program.

Mr. Cole said he would welcome the opportunity to connect with them and also advised that the Fundy Biosphere also had a significant amount of planting to do this summer, and he looks forward to working with both groups.

Report accepted as presented.

f. Business/Economic Development

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

S. Thomson commented that The Green Team is trying to promote and raise awareness among staff. As a result the Green Team would like to celebrate 75 Go Green acts achieved by Town employees before Earth Day. Staff can nominate their co-workers for performing a green act and there are various prizes to be awarded, and he hoped that staff would jump on board. To launch the Go Green campaign, every employee has been given a Town of Riverview stainless steel water bottle. The Green Team was also thinking ahead to the imminent temporary closure of the causeway, and they are encouraging people, when the time comes, to car pool which would alleviate traffic congestion.

S. Thomson confirmed with Councillor Thorne that through an excellent lead from Councillor Cassista Giant Tiger will be coming to Riverview.

Report accepted as presented.

7.f.2 SERSC Asset Management Initiatives

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That the Committee of the Whole recommend to Town Council to endorse Town staff participation in the SERSC Asset Management Initiatives with periodic reporting on their progress.

S. Thomson confirmed with Councillor Thorne that the Smart Prosperity Institute sought pilot projects from across the country and the Regional Service Commission applied and were successful. The Service Commission, in turn, had to select pilot communities within the Region, and that was how the Town came to be involved.

M. Ouellet confirmed with Councillor Thorne that the GIS mapping initiative would be for the entire Town. The first phase of the project would cover the "hard assets" like pipes; and the second phase would be geographical in nature. At some point in the future, the Town would be able to share information with groups like the Pest Control, but this initiative will take some time to complete, especially the second phase.

Motion Carried

g. Human Resources

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

Report accepted as presented.

h. Corporate Services Department

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

Report accepted as presented.

8. OTHER BUSINESS

a. Grant Report for the month of March, 2018

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That the Committee of the Whole recommend to Town Council to award a grant in the amount of \$2,000 to the Multicultural Association of Greater Moncton in support of the Mosaiq Festival being held from July 20-21, 2018.

Motion Carried

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Riverview Town Council to award a grant in the amount of \$500 to the South East Sexual Assault Centre in support of the Walk A Mile in Her Shoes event taking place on May 25, 2018.

Motion Carried

b. Introduction of Municipal Emergency Response Plan

Moved by: Councillor C. Cassista

Seconded by: Councillor T. Rampersaud

That the Committee of the Whole recommend to Riverview Town Council to approve the Municipal Emergency Response Plan as presented.

Chief Pleau advised that for last year and half work had been carried out to develop a standard emergency response plan. It is based on a national system and is a generic plan. He commented that the plan was designed so that we are not competing with the other municipalities but rather working together and providing support. He pointed out that under the new plan if the Town had a large incident, we could utilize resources from Moncton and Dieppe.

Motion Carried

c. Approval of Proposed Policy - Public Meeting Rooms - Town Hall

Moved by: Councillor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Riverview Town Council to approve the Public Meeting Rooms - Town Hall policy as presented at the Committee of the Whole Meeting of March 26, 2018.

The Town Clerk remarked that recently the Town had received an increase in the volume of requests to use our board rooms and it was determined that the policy should be updated.

C. Smith confirmed with Councillor Thorne that the Town would honour the existing bookings.

C. Smith confirmed with Councillor Cassista that a \$50 fee per day is charged to groups that book a meeting room for multiple days.

Motion Carried

d. Approval of Proposed Policy - Public Meeting Rooms - Fire Hall

Moved by: Councillor J. Coughlan

Seconded by: Councillor A. LeBlanc

That the Committee of the Whole recommend to Riverview Town Council to approve the Public Meeting Rooms - Fire Hall policy as presented at the Committee of the Whole Meeting of March 26, 2018.

The Town Clerk confirmed with Councillor Cassista that the policy reflects only one room available as a public meeting room at the Fire Hall.

Chief Pleau commented that there is a training room upstairs but is restricted for use by the fire fighters.

Motion Carried

9. COUNCIL STATEMENTS/INQUIRIES

Councillor Rampersaud announced that she had the pleasure of attending her first Cub Scouts Car Rally on Saturday. It was very well attended and the entries were judged on speed and style.

Councillor Rampersaud remarked that she and Deputy Mayor Bennett attended the STEM East Expo at the NBCC. There were over 100 booths with representation from 21 schools (grades 3-12) within our District. She indicated that the students were proud of their projects which had common thread - the environment. She noted that they had the tough job of acting as Judges for the competition.

Councillor Thorne remarked that he had recently received a complaint regarding several cars parked on the street on Belfast during snow clearing operations. The cars were parked in such a way that the plow operator had to back up. He inquired whether the plow operators make a note of such incidents and would provide a list to commissionaire to follow up on.

C. Smith confirmed with Councillor Thorne that type of information is shared with the commissionaire but he could not say whether the commissionaire was on duty that particular day.

Councillor Thorne remarked that he would appreciate if the commissionaire were made aware of the situation the plow operators finds themselves in on Belfast Street.

10. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Deputy Mayor W. Bennett

That the meeting be adjourned at 8:40 p.m.

Motion Carried