



COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, May 28, 2018

7:00 p.m.

30 Honour House Court - Council Chambers

Members Present:

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

Staff Present:

**C. Smith, CAO
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
Deputy Chief R. True, Riverview Fire & Rescue**

Regrets:

**Councillor John Coughlan
A. Crummey, Town Clerk**

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That the agenda be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

NIL

5. PETITIONS, PRESENTATIONS & DELEGATIONS

NIL

6. EXTERNAL REPORTS

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

Councillor Cassista remarked that she was pleased to see the growth in the figures for this period in 2018.

Taken as information.

b. Development Activity Report for the month of April, 2018

Taken as information.

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

Taken as information.

7. DEPARTMENTAL REPORTS

a. Administration Department

7.a.1 Administration Report for the month of April/May, 2018

C. Smith drew attention to one item with respect to the new police facility. He noted that there is still a fair amount of work to go into the process. He has been working with the Building Committee, and they are now discussing an agreement to formalize the cost sharing and ownership arrangement for that building. Such an agreement will provide a clear level of accountability and is a positive progression.

Report accepted as presented.

b. Finance Department

7.b.1 Finance Report for the months of April/May, 2018

Report accepted as presented.

c. Engineering & Works

7.c.1 Engineering & Works Report for the months of April/May, 2018

M. Ouellet reported that four of the nine projections are currently under construction. The five remaining projects will start in June or early July.

He also pointed that the Province recently announced good news for the Town as funding was confirmed for the Gunningsville Intersection. M. Ouellet remarked that an Open House on the project will be held on June 12th from 6 - 8 p.m. in the Council Chambers. Construction is scheduled to begin on July 3rd. He encouraged the public to attend to be educated on the project.

M. Ouellet confirmed with Councillor Cassista that construction of this project will take place during the evening. However, Town staff will not have to work during evenings, the consultant will be responsible and there will also be an inspector who has agreed to work at night as well as a testing agency. M. Ouellet remarked that there will be weekly site meetings scheduled later in the afternoon so that Town staff can be brought up to date.

M. Ouellet confirmed with Councillor Hansen that the department is currently in touch with the Communication Officer who is

working on the communication plan roll out. She suggested a Facebook event that would be sharable is a good communication idea in order to get the word out through social media.

Mayor Seamans commented that the recent press announcement was really good news for Riverview as the Province confirmed it has committed some funding for the project.

C. Smith indicated that the open house will be a story board set up and people will also be able to speak to engineers.

Report accepted as presented

d. Fire Department

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

Deputy Mayor Rampersaud remarked that she was pleased to see the extra man on shift.

Deputy Chief True indicated that the extra staff is much appreciated by the department.

Report accepted as presented.

7.d.2 Fire Department Strategic Plan 2018-2023

Moved by: Councillor A. LeBlanc

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Riverview Town Council to adopt the Riverview Fire and Rescue Strategic Plan 2018-2023.

Deputy Chief True highlighted the five year strategic plan which consists of three parts: Organization; Planning Process; Goals and Strategies. He also reviewed the Mission Statement which was developed by the Strategic Planning Committee. The Mission Statement focuses on six organizational values: Professionalism, Integrity, Respect, Teamwork, Pride and Dedication. We are dedicated to safely protecting life, property and the environment through education, prevention and emergency response. The

Committee consisted of 8 members and took into consideration a number of factors including the department's history, call volume, the Town's Strategic Plan and other fire department strategic plans. The goals that have been identified are to promote a culture of respect, professionalism and teamwork; building upon and enhancing the relationship between the department and the community; maintaining and enhancing operational effectiveness to ensure the safety of our community; and to creating a comprehensive employee development program. Deputy Chief True noted that there are a total of nineteen strategies drafted in support of the four goals with target dates ranging from 2018 until 2022. He stated that Riverview Fire & Rescue is committed to the strategic management process and will focus on the implementation of the strategies, resource allocation and ongoing review. He stated that Chief Pleau is committed to developing an annual road map which will be used to fulfill the stated strategies.

Deputy Chief True confirmed with Councillor Cassista that the subject of transparency was not part of the discussion but will be something to consider in the future. He also confirmed that the department was pleased with the survey results and its volume but will reach out in more ways in the future.

C. Smith commended Deputy Chief True for taking the lead initiative in the Strategic Plan and he played a major role in seeing it through to completion.

Motion Carried

e. Parks, Recreation and Community Relations

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

Report accepted as presented.

f. Business/Economic Development

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

S. Thomson highlighted the TD Bank recruitment campaign. He pointed out that there is a link contained within his report. He encouraged Council and staff to feel free to share it. TD is currently seeking to fill approximately 275 positions (no call centre jobs) - accounting, payroll, and the Town is helping them to unroll their campaign.

Report accepted as presented.

7.f.2 Update on Immigration Website

S. Thomson remarked that the Greater Moncton area has been working on a collaborative web site to ease the transition process for immigrants. A key factor to the economy is the immigrant population, and we wanted to focus on the Greater Moncton Area and make the process easier for newcomers. If there are any questions, please feel free to contact him. He pointed out that the website is an enhancement to the publication produced by the Province. S. Thomson noted that Hawke Communication is putting the website together which will be released in the very near future.

Mayor Seamans reported that she as well as Shane Thomson had attended the Immigration Summit which was held on May 23rd and 24th. She remarked that it was a very informative Summit.

g. Human Resources

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

Report accepted as presented.

h. Corporate Services Department

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

Report accepted as presented.

8. OTHER BUSINESS

a. Grant Report - Month of May, 2018

Moved by: Councillor C. Cassista

Seconded by: Councillor L. Hansen

That Riverview Town Council support Al Kavanaugh in the upcoming ALS Walk in the amount of \$200.

It was noted that the staff recommendation is for a donation in the amount of \$100.

Deputy Mayor Rampersaud remarked that Mr. Kavanaugh is the top fund raiser in Atlantic Canada for ALS. She noted that she supports the cause and also supports him personally; however, she concurs with the staff recommendation.

The vote resulted in a tie which was broken by Mayor Seamans. Staff recommendation of a \$100 donation stands.

Motion Defeated

Moved by: Councillor C. Cassista

Seconded by: Councillor W. Bennett

That the Committee of the Whole recommend to Town Council to decline the sponsorship opportunity put forth by C3 Leadership.

Motion Carried

Moved by: Deputy Mayor T. Rampersaud

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to award a Community Investment grant in the amount of \$100 to Brittany Colpitts to assist in travel costs associated with her duties as Ms., Miss & Miss Teen Maritime International.

Motion Carried

Councillor Cassista remarked that in 2017 financial support was given to the Bennett and Albert County Health Care Foundation through the Economic Development Department by way of a hole sponsorship in the fund raising golf tournament. It was not a Community Investment grant.

b. Endorsement of 10 Year Capital Plan

Moved by: Councillor A. LeBlanc

Seconded by: Councillor C. Cassista

That the Committee of the Whole recommend to Town Council to endorse the updated 10 year general capital budget plan and direct staff to use it to guide the development of the annual general capital and operating budgets.

And further that Council also commits to reviewing and updating its 10 year capital budget plan on an annual basis as assumptions and priorities may change over the years.

Motion Carried

Councillor Cassista commented that the exercises that Council went through was well put together by the CAO. It was beneficial exercise which resulted in the final plan being presented to Council.

C. Smith pointed out that Council went through a process at budget time. The exercises served to fine tune the 10 Year Capital Plan which Council has committed to reviewing on an annual basis. The Plan is a reflection of continuing to invest in the streets, green spaces, etc. He encouraged Council's comments on how staff interpreted Council's directive.

Mayor Seamans commented that staff did a considerable amount of preliminary work. She is very pleased with the end result and it will be a plan which will be reviewed on an annual basis. It is a really good working plan which will be fluid.

9. COUNCIL STATEMENTS/INQUIRIES

Councillor Hansen expressed her appreciation to the Director of Engineering and Works and his staff for being proactive in repairing winter damage.

Councillor Thorne also praised the Director and the Superintendent of Public Works for their efforts.

M. Ouellette confirmed with Councillor Thorne that it would be possible to erect no dumping signs on the vacant lot on Windsor Street.

10. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Councillor A. LeBlanc

That the meeting be adjourned at 7:38 p.m.

Motion Carried