



## **COMMITTEE OF THE WHOLE MEETING MINUTES**

**Monday, April 23, 2018  
30 Honour House Court - Council Chambers  
7:00 p.m.**

**Members Present:**

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

**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**
- D. Pleau, Fire Chief**
- S/Sgt. J. Melanson, Codiac RCMP**

**Regrets:**

- A. Crummey, Director of Corporate Services**
- G. Cole, Director of Parks, Recreation and Community Relations**

**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 J. Thorne

That the agenda for the Committee of the Whole meeting of April 23, 2018 be approved.

**Motion Carried**

**3. DECLARATION OF CONFLICTS OF INTEREST**

NIL

**4. CORRESPONDENCE**

**a. Paul Toner, 3 on 3 Basketball -**

Request for partial street closure

**Moved by:** Councillor T. Rampersaud

**Seconded by:** Councillor C. Cassista

*That the Committee of the Whole recommend to Riverview Town Council to authorize a partial street closure on Saturday, June 30th between the hours of 8:30 a.m. and 5 p.m. on Cleveland Avenue between Devere Road and Bradford Road in order to accommodate the RHS Basketball Booster Club in a 3- on-3 Basketball Tournament; said approval is pending notification of all emergency and protective services (including Ambulance NB, Codiac RCMP, Codiac Transpo, the Riverview Fire Department and the Public Works Department).*

**Motion Carried**

**b. Tim Petersen, Acting President & CEO - WorkSafeNB**

Recognizing National Day of Mourning - April 28th

Mayor Seamans noted that the arrangements have been made to fly the flags at half-mast on Friday, April 27th as well as the actual Day of Mourning on Saturday, April 28th. There will be a ceremony being held at Bore Park on that 28th.

C. Smith confirmed with Councillor Cassista that the information will be available on the Town's website.

**5. PETITIONS, PRESENTATIONS & DELEGATIONS**

**a. Presentation by Paul Belliveau, Board Member- Common Front for Social Justice NB**

P. Belliveau remarked that the Common Front for Social Justice is a Provincial bilingual organization working on poverty issues. He indicated that he realizes that most of the issues to be dealt with are at a Provincial level. However, Council might have the opportunity to raise their objectives with the Provincial leaders which would be beneficial. It is also important to make people aware of the current situation.

P. Belliveau stated that one person out of seven is in low income category, and a significant part of them are workers earning low wages, as well as people on social assistance.

It is important to note that the majority of minimum wage (\$11.25 per hour) workers (58.8%) were 20 years and older in 2016, and that almost half of all minimum wage workers (48%) worked for companies with 500 employees or more.

In the Province, one-third of workers earn less than \$15.00 an hour. By raising the minimum wage to \$15/hour, their purchasing power will increase and it will be beneficial to them, to their family, and to the local economy. It will be especially profitable for women, since more than half are earning minimum wage. Raising the minimum wage to \$15/hour will improve the purchasing power for about 105,500 workers in New Brunswick.

The Common Front for Social Justices outlined the proposals they are bringing forward to reduce poverty amongst these two categories of citizens (earning minimum wage and those on social assistance).

1. To increase minimum wage by \$1.00 an hour each year for the next four years until it reaches \$15.00 an hour and then index it.
2. Provide financial support to community organizations that currently receive funding, and provide services to low-income citizens and to those in need. This financial support must be equal to the minimum wage increase, including the employer's share, for each minimum-wage employee of that organization

P. Belliveau pointed out that one fifth of clients using soup kitchen are low wage workers - not unemployed. Many individuals on social assistance live below the poverty line ((\$537 per month). Their monthly rate has not increased since 2010. Meanwhile inflation continues to rise. One in seven people (representing 105,500) in NB are in this situation.

The Common Front for Social Justice is seeking an increase in the basic rate by 13% in 2018-2019 for employable individuals and index it for inflation after; an increase of the basic rate by 5% in 2018-2019 for all other recipients and index it for inflation after; and to have the total annual revenue equal to the Market Basket Measure (2018-2028) for all recipients. They would also like to see a new program implemented for people with disabilities entitled, "New Brunswick Assured Income for the Disabled". And proposes to increase the basic rate by 5% in 2018-2019 and index it for inflation thereafter. And also to have the total annual revenue equal to the Market Basket Measure.

P. Belliveau clarified some points on funding with Councillor Cassista and further that the presentation had been made to the Province. He also confirmed that the 105,500 figure refers to individuals within the Province of NB.

Councillor Rampersaud thanked Mr. Belliveau for his presentation and appreciates the fact that the Common Front for Social Justice is fighting for improvements.

Deputy Mayor Bennett remarked that his family understands the challenges being faced by these individuals as his son is developmentally challenged and has limited resources. He suggested that the presentation could be made to the Union of Municipalities of New Brunswick which would reach a larger audience.

**b. Darryl Tozer, Riverview Boys Scouts**

Unveiling of new Riverview Scouting Crest and show 1st place trophy won at the NB Kub Kar Rally

Darryl Tozer stated that he is a Group Commissioner with Riverview Scouting and Section Leader for 1st Riverview Cub Scout. He recognized that the Town of Riverview has been a solid supporter of the Cub Scouts for many years. He pointed out that PRO Kids is responsible for 10% of their membership. The purpose of the presentation this evening was to unveil the new Riverview badge. The youth designed the badge and it incorporated many elements to reflect the Town of Riverview such as the flag, the Riverview sign, and the Petitcodiac River and was presented to each member of Council.

Another accomplishment which the Scouts are particularly proud of is capturing first place in the Provincial Kub Kar Rally. Their very own Riley Welling took first place and second place went to Alex Collings. Riverview Scouting hosted the South East NB Kub Kar Rally attracting over 80 Kub Kars, which represented Cub Scouts from this side of Sussex to Sackville. Councillor Rampersaud was involved in the judging wherein the fastest six were given the honour to advance to the Provincials of which the Riverview Kubs took three spots including first!

Mayor Seamans congratulated Mr. Tozer on his active role in our community. The leadership and the values he is teaching our youth is immeasurable.

Councillor Rampersaud concurred and noted that the leaders do a phenomenal job and they have a lasting impact on the youth.

Councillor Coughlan remarked that he was glad to see the Scouting tradition continue.

## **6. EXTERNAL REPORTS**

### **a. Building Permit Report for the month of March, 2018**

Taken as information.

### **b. Building Development Report for the month of March, 2018**

Taken as information.

### **c. Codiac RCMP - Report for the month of March, 2018**

S/Sgt. Melanson indicated that he could not comment on the Facebook posts referring to break-ins as he was not on duty over the weekend. However, he assured the members of Council the RCMP were present in the community and this summer will be back on bicycle patrols.

## **7. DEPARTMENTAL REPORTS**

### **a. Administration Department**

#### **7.a.1 Administration Report for the month of March/ April, 2018**

C. Smith confirmed with Councillor Cassista that the Town's plan is to participate in the Natural Assets initiative through the Regional Service Commission. He pointed out that the Town was one of two communities selected to participate and will begin by focusing on the natural assets. It is a reflection of the spirit of collaboration among the department heads working together to take advantage of this opportunity with the Regional Service Commission.

Report accepted as presented.

### **b. Finance Department**

#### **7.b.1 Finance Report for the month of April, 2018**

R. Higson commented that in an effort to move forward with "green" initiatives, the Town, in conjunction with Sustaina-Palooza, is offering a prize draw to those who enroll in e-billing with the

Town. He encourages Council to tell their friends and neighbours as it is an environmentally friendly way of doing business.

Report accepted as presented.

**c. Engineering & Works**

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

M. Ouellet drew attention to an item in the monthly report. It has come to their attention the department was not charging developers for a specific service after hours and would like to amend the policy accordingly.

M. Ouellet confirmed with Councillor Cassista that after tonight's meeting, the Town would be updating the policy which would mean a charge to the developer after hours for this particular item.

Report accepted as presented.

**7.c.2 Stormwater Study**

M. Ouellet conducted a Powerpoint presentation in relation to the Stormwater Study. He provided background information which was precipitated by a storm event that took place on May 25th, 2016 which saw approximately 85 mm of rainfall over a 120 minute period. The east end of Riverview was particularly hit hard by this event. Basement and surface flooding was reported in the McAllister Park Subdivision, primarily on Hebron Street, Berkley Drive, McAllister Road and Grindstone Drive - were the hardest hit. Other areas affected were Gunningsville, Bridgedale, Carriage Hill and Point Park. The Department was asked by Council to investigate and find solutions to reduce the risk in the future of flooding residential basements.

M. Ouellet explained that surface water flooding is caused by a lack of major drain. Minor systems refer to the pipes and major drain is referred to as surface water flow. When there is a "sag" or negative ponding it results in an accumulation of water on the street.

He pointed out that off The Fairways along the golf course there is a watercourse which drains directly into our storm sewer system. During the incident the storm system at this location was overwhelmed and surcharged the entire system. There is a "pond" that separates the golf course and the street and the rear of the homes which allows water to accumulate and be stored (similar to a retention pond). The natural pond will create storage capacity as long as we control the capacity of what that inlet can allow to enter into the storm system. The combination of the natural pond and a new pond in the Ridgeway Park area will allow enough stormwater storage to control water within that area.

In 2017 following issuance of an RFP, the Department engaged WSP Canada Inc. to perform a stormwater study for four separate areas (McAllister, Point Park, Byron/Balmoral and Bridgedale) within the Town limits, presenting various issues and possessing various future design needs. The consultant report included preliminary cost estimates and priority sequencing.

The study highlighted 26 recommendations for a total of almost \$5.3 million. Two recommendations are already part of the 2018 Capital Plan for a value of \$460,000. Twelve recommendations are able to be combined with other work on the streets to create a saving (restoration and engineering) of \$1 million. Six recommendations involving placements of Inlet Control Devices and storm water storage improvements can be carried out by the Public Works staff for a total savings of \$100,000. A total of 18 recommendations have been added to the 10 year Capital Transportation Plan representing \$3.7 million. That leaves \$7.3 million dollars that will be required to be added to the current Ten Year Capital Plan. All projects are being proposed between 2019 and 2029.

M. Ouellet commented on two of the recommendations which pertained to Ealey Crescent & Bloor Street which have already been taken into consideration during the design aspect of the local



improvement project. The same consideration will be given to Muncey Drive when the Town eventually will undertake local improvements to Weir Drive. The study included a review of the Balmoral area. The local improvements being undertaken this summer on Balmoral Street recommended the construction of a natural pond which will be built in the park. The pond will prevent the Town from having to upgrade the storm pipe underneath (from Balmoral and Winsor) resulting in a cost savings.

In the Bridgedale area the study provided information to the recommended pipes sizes so that when the Town reaches the stage to reconstruct the street, the Town would have the correct pipe sizes which considers climate change and the proper minor and major system design.

The most common and affective recommendation is the installation of Inlet Control Devices on all catch basins. This will be carried out by Public Works staff within the study area as early as 2019; Upgrading of storm sewers which is now part of the 10 Year Transportation Capital Plan; the "sags" in the streets design causing ponding water will require major drain relief. Stormwater Design Standards have been in place since 2003 which considers both minor (pipe) and major (overland) storm systems; Open ditch streets are recommended to be fitted with curb and storm sewer designed in accordance with stormwater design guidelines and consideration for climate change given; Eliminating ditches and curbing the street will improve the major drain hydraulics and eliminate ponding from undersized driveway culverts.

M. Ouellet reiterated that the 26 recommendations were prioritized. The highlight of the report and recommendation is to install Inlet Control Devices on each catch basin which will restrict the amount of water that can enter the storm system and prevents the storm system from surcharging.

**Moved by:** Councillor C. Cassista

**Seconded by:** Councillor J. Coughlan

*That the Committee of the Whole recommend to Riverview Town Council to approve the storm study plan and give staff direction to include the results in the Town's long term capital budget plan.*

M. Ouellet confirmed with Councillor Coughlan that most of the work is combined with the local improvement projects which incorporates a communication plan to the property owners. He indicated that tonight's presentation is designed to assist the public understand the proposed stormwater plan and how the Town intends to manage it.

M. Ouellet confirmed with Councillor Cassista that the recommendation includes the Byron Court area which will be addressed during the local improvement project on Balmoral Street and Byron Court this summer.

M. Ouellet confirmed with Councillor Thorne that the "pond" being created on Byron Court will simply appear to be a natural depression in its normal state at the bottom of the park. When there is significant rainfall (in excess of the capacity of the storm pipe) it will fill up with water and slowly disperse.

Mayor Seamans commented that the South East Mutual property is an example of this type of "pond".

**Motion Carried**

**d. Fire Department**

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

Chief Pleau provided an update on the recent "Boot Drive" which was very successful and raised over \$11,000. He pointed out that the total dollar for the Drive is not known at this time because Scotiabank is also contributing and this amount is unknown at the present time.

Report taken as information.

**e. Parks, Recreation and Community Relations**

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

Report taken as information.

**f. Business/Economic Development**

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

S. Thompson confirmed with Councillor Cassista that the inventory of rental stock in Riverview is low. He commented that there is a lack of higher end apartment buildings which has resulted in residents choosing to move out of Riverview to find this type of housing (which is available in Moncton or Dieppe). S. Thomson commented that he has connected with Clayton Developments who will explore this need.

Report taken as information.

**7.f.2 Financial Incentive Program**

**Moved by:** Councillor J. Coughlan

**Seconded by:** Councillor T. Rampersaud

*That the Committee of the Whole recommend to Council to approve the Tax Based Incremental Financial Incentive Program.*

Councillor Cassista sought clarification on the wording of the document in reference to an applicant providing a business plan which uses the word "may" and questioned whether the wording should be "shall".

S. Thomson commented that if it was a straight forward development, he would be looking for a general outline of what their plans are. If it was of a more complex nature, such as a multi-use development, the Town would require a business plan. He also wanted to be clear that the financial incentive program is not a tax rebate (which the Municipalities Act does not allow).

S. Thomson confirmed with Councillor Cassista that the Town would seek legal counsel on the contract preparation. He would also seek Council's input once the initial agreement is created.

S. Thomson confirmed with Councillor Cassista that the incentive would be paid after the land had been improved and the assessed value had been established. He does not see where there would be any circumstance where the developer could pick up and leave and gain some advantage from the Town.

S. Thomson confirmed with Councillor Cassista that once formally approved by Council it would become effective immediately because there would not be any initial financial impact. For example, if a developer came forward and the development was completed this fall the next year's assessment would determine the grant amount. He confirmed that businesses would be eligible to apply this year but would not benefit financially until next year. This pertains to new development only which increases the assessed value of the property. It does not apply to leased property.

C. Smith pointed out that what is being recommended in the report does not pertain to a rebate in the building permit fees. That element is not part of the recommendation at this point.

C. Smith confirmed with S. Thomson that the financial incentive would be calculated on the value of the increased assessment of the property.

C. Smith remarked that at the time of the proposal there would be an estimate of what the increased assessment would be based on the building permit value; however, no payout would be factored until the Town received a confirmed increase in assessment. He also commented that the Town would build into the contract the protection for the Town, such that the incentive is re-visited annually to ensure the increase in assessed value remains or improves. If the assessment is appealed or reduced the financial incentive will be reduced accordingly.

S. Thomson confirmed that each year the incentive amount would be re-evaluated based on the growth of the assessment figure.

S. Thomson confirmed with Mayor Seamans that as a result of changes to the Municipalities Act, municipalities are given the authority to offer such incentive programs.

C. Smith commented that Moncton's incentive program is focused only on their downtown area; however, they are getting pressure from the development community to open it up to include for the whole community. The program being offered in Riverview will include all commercial properties in the Town of Riverview.

**Motion Carried**

**g. Human Resources**

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

T. Finlay remarked that through the Youth Employment Fund the Town of Riverview was fortunate enough to receive funding for the placement of two grad students for a six month period. These students will be placed at the Fire Department and the Communications Department. Also the Human Resources Department will have the benefit of an NBCC student in May for a five week work term.

T. Finlay confirmed with Councillor Cassista that there has been a reposting of the available position within the Economic Development Department. She noted that it became apparent that the Town needed to revise the posting. This has been done and the position has been reposted.

S. Thomson confirmed that the temporary staff reduction to the Department has definitely had an impacted on the department. He pointed out that he has been focusing on Sustaina-Palooza which is scheduled to take place April 26th - 28th. He has also been working with a consultant on marketing ideas. S. Thomson noted that due to the circumstances he has not had much contact with the business community. He plans on sending something out soon to re-engage with the business community.

Report accepted as presented.

**h. Corporate Services Department**

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

Report accepted as presented.

**8. OTHER BUSINESS**

**a. Grant Report - Month of April, 2018**

Report accepted as presented.

**b. Asset Management Policy**

R. Higson indicated that staff have been working very hard with the consultant on the Asset Management Plan. He indicated he has prepared a very brief report. The introduction of the Asset Management Policy is timely as Council will move forward and update the 10 year Capital Plan in the near future.

The Asset Management Policy is a guide for staff and Council and provides governance. He remarked that Council will be involved in approving the plan which is a fluid document. The intent is to formalize the whole approach of long term planning and asset management and it will ensure consistent application of the asset management plan. R. Higson stated that a great effort was made to be consistent with the Strategic Plan and the Municipal Development Plan. The Asset Management Plan will determine the condition of the Town's assets both natural and physical.

**Moved by:** Councillor C. Cassista

**Seconded by:** Deputy Mayor W. Bennett

*That the Committee of the Whole recommend to Riverview Town Council approve the Asset Management Policy as presented.*

**Motion Carried**

**9. COUNCIL STATEMENTS/INQUIRIES**

Councillor Cassista commended staff on the amount of work done to move our Town forward.

**10. ADJOURNMENT**

**Moved by:** Councillor J. Thorne

**Seconded by:** Councillor C. Cassista

*That Committee of the Whole meeting be adjourned at 8:16 p.m.*

**Motion Carried**