



REGULAR MEETING OF COUNCIL

MINUTES

Monday, July 9, 2018

4:00 p.m.

30 Honour House Court - Council Chambers

Members Present:

**Mayor Ann Seamans
Councillor John Coughlan
Councillor Jeremy Thorne
Councillor Cecile Cassista
Councillor Andrew LeBlanc**

Staff Present:

**C. Smith, CAO
A. Crummey, Town Clerk
D. Richard, Deputy Town Clerk
R. Higson, Director of Finance
S. Thomson, Director of Economic Development
T. Finlay, Director of Human Resources
G. Cole, Director of Parks, Recreation &
Community Relations
D. Pleau, Fire Chief**

Regrets:

**Deputy Mayor Tammy Rampersaud
Councillor Wayne Bennett
Councillor Lana Hansen
M. Ouellet, Director of Engineering & Public Works**

1. CALL TO ORDER

Mayor Seamans called the Regular Council meeting of July 9, 2018 to order at 4 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That the agenda for the Regular Council Meeting of July 9, 2018 be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

NIL

4. ADOPTION OF THE MINUTES

a. Regular Council Meeting - June 11, 2018

Moved by: Councillor J. Coughlan

Seconded by: Councillor C. Cassista

That the minutes for the Regular Council Meeting of June 11, 2018 be approved.

Motion Carried

b. Committee of the Whole - June 25, 2018

Moved by: Councillor J. Thorne

Seconded by: Mayor Ann Seamans

That the minutes for the Committee of the Whole Meeting of June 25, 2018 be approved.

Councillor Cassista inquired whether a meeting date had been established regarding the revised local improvement priority list.

C. Smith confirmed that M. Ouellet could provide a list of the streets. He pointed out that when Council approved the ten year capital plan there

were financial reductions which resulted in adjustments to the number of local improvement streets that the Town could undertake per year. As a result of the approval of the ten year capital plan that number was reduced to 3 to 4 streets per year which required a reordering of the priority of the streets. C. Smith remarked as a result of the revised dollar value for local improvements, it was a natural progression to move one or two streets a year out further on the priority list.

Councillor Cassista expressed her appreciation for the clarification but she still had other inquiries. She noted that Council did cut dollars from other areas but it is possible to cut monies from the different departments to make up the difference.

C. Smith confirmed with Councillor Cassista that was the purpose of the exercise of the ten year capital plan. However, if Council wants to revisit the ten year plan we could do so if Council provides that direction. He pointed out that M. Ouellet is currently on vacation but could provide the list upon his return.

Motion Carried

5. BUSINESS ARISING FROM THE MINUTES

NIL

6. CORRESPONDENCE

NIL

7. PETITIONS, PRESENTATIONS & DELEGATION

NIL

8. RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

a. Approve Pet Licensing Program

Moved by: Councillor J. Thorne

Seconded by: Councillor C. Cassista

That Riverview Town Council approve Staff's recommendation to contract the sale and administration of animal tag licences to a third-party provider,

DocuPet Inc., as presented at the Committee of the Whole meeting of June 25, 2018.

The Town Clerk confirmed with Councillor Thorne the commencement date would be November 1, 2018.

Motion Carried

b. Approve Grant Addendum Policy

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That Riverview Town Council approve the revisions to the Community Investment Policy to include a process for the three “Relationship Grants” in excess of \$15,000, which are Riverview Boys & Girls Club, Riverview Arts Centre and Capitol Theatre and that the process start immediately by requesting mid-year reports as presented at the Committee of the Whole meeting of June 25, 2018.

Motion Carried

9. BY-LAWS

NIL

10. NOTICE OF MOTION

NIL

11. NEW BUSINESS

a. Automated Vehicle Location

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That Riverview Town Council authorize Town Staff to proceed with the Town’s procurement process to evaluate and test options for implementing AVL’s with the Town’s fleet of vehicles.

C. Smith confirmed with Councillor Thorne that during the budget process Council included funds for IT upgrades. He remarked that live streaming was one of the items to be looked at and that other requests would be evaluated and a business case presented to Council for consideration. In the case of Automated Vehicle Location devices, C. Smith remarked that senior staff has determined that this device would be a priority item and would like Council to move it to the next phase of the process by authorizing an RFP/tender.

C. Smith confirmed with Councillor Thorne that the early estimate is \$100,00 but staff would have a better idea once it goes to tender and/or request for proposal.

C. Smith confirmed with Councillor Coughlan that there would be ongoing costs associated with the AVLs.

C. Smith confirmed with Councillor Coughlan that the intention would be to provide the necessary training to staff if the Town proceeds with the purchase of the AVL system. He recognized that there will be some staff concerns associated with the AVLs but there are many organizational benefits to its implementation.

C. Smith confirmed with Councillor Thorne that \$20,000 is budgeted from IT for live streaming; and the funds for the AVL would be the second item to be drawn from that budget item.

Motion Carried

b. Strategic Plan Update

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That Town Council accept the 2018 Mid Year Strategic Plan Status Report for information.

C. Smith remarked that staff is available to answer any questions regarding the Strategic Plan. He indicated that the update is consistent with the Town's practice to keep Council and the public updated on the Strategic Plan.

Mayor Seamans remarked this is another excellent document which illustrates how transparent the workings of the Town are. Council and Staff are very open about what is happening in our Town.

Motion Carried

c. Appoint By-Law Enforcement Officer

Moved by: Councillor J. Coughlan

Seconded by: Councillor C. Cassista

WHEREAS by virtue of Section 133(1) of the Community Planning Act (S.N.B. 2017, c.19), any person authorized by Council may, at all reasonable times, and with the consent of the owner or occupant, enter any land, building or premises for the purposes of inspection if they have reasonable grounds to believe that a development or form of development on or in the land, building or premises violates a provision of a by-law or regulation made pursuant to that Act; and

WHEREAS by virtue of Section 144 of the Local Governance Act (S.N.B. 2017, c.18), any officer appointed by the Town of Riverview (the “Town”) to administer the Town’s by-laws may after giving reasonable notice to the owner or occupant of the land, building or other structure to be entered to carry out the inspection, enter the land, building or other structure at any reasonable time, and carry out the inspection; and

WHEREAS pursuant to Section 72 of the Local Governance Act (S.N.B. 2017, c.18), Council is authorized to appoint By-law Enforcement Officers; and

WHEREAS pursuant to Section 80 of the Local Governance Act (S.N.B. 2017, c.18), a by-law enforcement officer of a local government has the powers and duties prescribed by by-law, the Local Governance Act and the regulations under the Local Governance Act and any other Act;

NOW THEREFORE BE IT RESOLVED THAT commencing on July 23, 2018 Brian Bell is hereby authorized, pursuant to Section 133(1) of the Community Planning Act to enter at all reasonable times, and with the consent of the owner or occupant, enter any land, building or premises for the purposes of inspection if they have reasonable grounds to believe that

a development or form of development on or in the land, building or premises violates a provision of a by-law or regulation made pursuant to that Act; and

BE IT FURTHER RESOLVED THAT *commencing on July 23, 2018 Brian Bell is hereby appointed to administer and enforce the Town's by-laws, and by virtue of Section 144 of the Local Governance Act he is hereby authorized to enter, at all reasonable times and with the consent of the owner or occupant, the land, building or other structure within the Town for the purpose of making any inspection that is necessary for the administration or enforcement of the Town's by-laws; and*

BE IT FURTHER RESOLVED THAT *commencing on July 23, 2018 Brian Bell is hereby authorized to have the powers and duties prescribed by the Community Planning Act and the Local Governance Act; and*

BE IT FURTHER RESOLVED THAT *commencing on July 23, 2018 Brian Bell is hereby appointed the Inspection & Enforcement Officer for the Town of Riverview and is hereby authorized to enforce all of the Town's by-laws.*

C. Smith confirmed with Councillor Cassista that the new appointment will fill the position previously held by Andrew Newell, which is and remains a union position.

The Town Clerk requested a friendly *amendment to the motion*. The motion should reflect the appointment of the "By-Law Enforcement Officer" and not the "Inspection" and Enforcement Officer.

The mover and seconder agreed to the friendly amendment.

C. Smith pointed out that the job description has been amended to reflect just the By-Law Enforcement Officer duties as the job description no longer includes the inspection component. The building inspection services are contracted out by the Town. The By-Law Enforcement Officer position still remains a CUPE position.

C. Smith confirmed with Councillor Thorne that the Town has redefined the job description to a By-Law Enforcement officer.

T. Finlay confirmed with Councillor Thorne that there were a number of applicants which were short listed to 6 of which 4 were interviewed. She also pointed out that when the Town was negotiating the new CUPE Agreement, the revised job description was included in the agreement.

Motion Carried

12. COUNCIL STATEMENTS/INQUIRIES

Mayor Seamans noted that Council has moved to summer hours and there is no Committee of the Whole meeting for July or August. The Committee of the Whole meeting is usually where the Directors provide monthly reports so in lieu she wanted to provide the Directors with an opportunity to bring up any items that Council should be made aware of.

S. Thomson confirmed with Councillor Thorne that the vehicle the Town uses to promote the Town is through the NB Tourism Guide and not actual pamphlets. The Town leverages the fact that we are surrounded by tourism attractions and our sister communities of Moncton and Dieppe.

Councillor Coughlan thanked staff for their efforts for another successful Canada Day which was full of activities.

R. Higson remarked that he plans, in the near future, to provide Council with a mid-year financial update which will highlight some key areas and projections.

Councillor Cassista noted that the Town has not been doing much with the business collective due to our staffing situation. She wondered the same as Councillor Thorne as to whether there could be an opportunity to produce something to distribute at events like the Atlantic Nationals wherein the Town hosted the breakfast for 695 participants. She noted that is an example of an excellent opportunity to promote our Town to visitors by providing them with promotional material.

S. Thomson agreed that the business collective has not been active, but he pointed out the Town has hired new staff, plus hired a consultant and they will work together to reconnect with the business collective. He remarked that it has been a challenge to afford "swag" and have been developing a post card which will promote the Town's offerings.

S. Thomson pointed out that on July 25th at 10:30 a.m. the Premier will be in Town to make a funding announcement at the Riverview Mall. Council is welcome to attend.

Mayor Seamans noted that today is Riverview's 45th birthday.

The Town Clerk indicated that starting tomorrow the Council Chambers will receive an update. The wall paper will be removed and the walls painted.

13. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Thorne

That the meeting be adjourned at 4:33 p.m.

Motion Carried