



COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, November 21, 2018

9:00 a.m.

30 Honour House Court - Council Chambers

Members Present: Mayor Ann Seamans
Deputy Mayor Tammy Rampersaud
Councillor Wayne Bennett
Councillor Lana Hansen
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
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

1. CALL TO ORDER

Mayor Seamans called the meeting to order at 9:00 a.m.

2. ADOPTION OF THE AGENDA

Moved by: Deputy Mayor T. Rampersaud

Seconded by: Councillor C. Cassista

That the agenda for the Committee of the Whole meeting of November 21, 2018 be approved.

Motion Carried

3. DECLARATION OF CONFLICTS OF INTEREST

Councillor LeBlanc declared that in the event the Atlantic Wellness Centre is discussed he would be declaring a conflict of interest.

4. REVIEW OF PROPOSED 2019 BUDGETS

A slight technical issue was encountered which resulted in a brief recess. The meeting resumed at 9:07 a.m.

a. Council Report Form - Proposed 2019 Budget

C. Smith stated that he would be conducting a brief overview of the proposed 2019 budget that was developed by staff which is in line with the direction established by the Budget Parameters discussed by Council in September as well as the long term capital and financial plan that was reviewed, significantly updated and approved in May 2018. C. Smith pointed out that these were critical planning tools. Council also took into consideration the 2019 External Budget presentations which took place on October 25, 2018 outlining the financial commitment being sought by various organizations from the Town in 2019.

He indicated that the plan stays consistent to Council's objectives of investing in roads and streets; planning for a future Wellness Centre; setting aside funds for the future impact of the new RCMP station on the Town's operating budget; keeping the Town's debt levels within a manageable range; and the planned management of future tax rate increases.

C. Smith indicated that there are also topics he will bring up that warrant further discussion and clarification by Council, for instance the Grant

budget, Wellness Centre - planning for the future, public transit - investing in services.

C. Smith outlined that the budget was prepared based on certain assumptions. He noted that Council gave direction that the property tax rate be increased by one cent to 1.5926 per \$100 of assessment. He noted that initially staff had projected the 2019 tax assessment growth to be 0.5% but have since learned it is estimated to be 1.78% (resulting in potential additional revenue of approximately \$300,000). This was allocated to increase the Capital from Operating Budget and to partially offset the additional operating costs of a proposal related to expanding public transit services. He noted that the budget also provided for the unconditional grant set at the 2017 level; and a tax rate increased by one cent per 10 year plan framework. It also makes provision for Capital from Operating in the range of \$3 million; 2% inflation increase for departmental operating budgets (including salaries/wages/benefits & factored in new fire fighters); a debt ratio of approximately 10%; and takes into consideration the infrastructure priorities in the Ten Year Capital Plan; and investment in Wellness Centre.

C. Smith noted that Council had previously committed to put aside \$250,000 in 2018 and 2019 to manage the operational end of moving the Wellness Centre project forward. However, due to the delays in moving that project forward in 2018 staff is proposing to transfer the unallocated funds in 2018 to the Operating Reserve before the end of this year. In 2019 those funds will be transferred from the Operating Reserve to the General Operating Budget to manage the expenses which were delayed. The Town is required to support BMP Consultants relating to the hiring of a term position for a Project Coordinator. C. Smith remarked that there will also be the need to move on the development of some of the technical requirements as well as perform an economic impact study. The funds allotted are consistent with direction given by Council to manage those expenses.

C. Smith remarked that there exists an opportunity for funding through a new bilateral agreement on infrastructure with the Federal and Provincial governments for, potentially, between \$10-12 million a year in capital dollars to be allocated to public transit for Greater Moncton. The agreement is for 10 years (2018 to 2028) which, if fully utilized, could result in over \$125 million being invested in capital upgrades to the transit services in our region.

The total municipal capital contribution would be based on the level of investment each individual municipality is prepared to invest in transit services. The Provincial Government has indicated that if the municipalities do not use the funds allocated to public transit, those dollars will eventually be reallocated to other infrastructure programs. Furthermore, that funding may not remain in this region, it would be allocated throughout the province.

C. Smith remarked that because the municipal capital cost contribution rate under this program is only about 20%, the program appears to be a great opportunity to invest in transit services in the community. As an example, a new \$620,000 bus would only require the Town to contribute just over \$100,000 toward the purchase price. Finding the municipal share for the capital cost of a new bus is not the most significant challenge, but rather, it is ensuring the annual operating budget has been increased appropriately to fund additional transit services. For example, an additional sixty (60) hours of transit services per week is estimated to cost the Town over \$300,000 annually.

Once available, the Town would like to take advantage of this opportunity to obtain capital dollars for a new transit bus. However, he reiterated that the challenge will not be the capital expenses but the operational budget, which Council must approve.

C. Smith stated that Council had indicated it was interested in discussing options during the budget process to determine whether, in light of the new funding initiatives, there is still an interest in investing in new services in Riverview. He pointed out that it is also worth considering investing in new transit services in Riverview in advance of the causeway closure that is planned for 2020. Therefore, for discussion purposes, the proposed budget includes a net increase to the General Capital budget of \$110,000 for a new bus to be purchased in 2019; an increase to operating budget of \$150,000 to cover additional hours of service once the new bus has been purchased and introduced into the operations. Due to the lead time required to purchase the new bus, the new service would not be introduced until the second half of next year. C. Smith noted that a portion of the operating budget additions would be used to cover Riverview's share (17%) of a transit route study specifically for our community. While the infrastructure program does not include any funding for operational services, it will fund transit studies. The Town would benefit from a plan developed by transit experts as those skill sets are not currently available through existing employees.

The proposed budget does not address the current community demands to expand existing services for events at the Avenir Centre or additional services to Tech Mahindra, a call centre operating out of Riverview Place. Those items can be discussed by Council during the budget process.

C. Smith discussed the Grant budget. He stated that compared to our fellow municipalities in the Greater Moncton area, Riverview has a smaller external grants budget for agencies, organizations and individuals. Riverview has not historically been a community that allocates a significant portion of its overall operating budget to external grants. Riverview has tended to focus on direct service delivery to its residents, where other municipalities may provide grants to third parties to deliver services, programs or support social service agencies within their communities.

Riverview's total grant budget is approximately \$280,000 per year. However, after the annual grant allocations to the Boys and Girls Club, Capitol Theatre and the Riverview Art Centre are allocated, Council has about \$90,000 to manage the grant requests it receives for donations, sponsorships, events, etc. from various groups and individuals. Council has established a formal grants policy to govern how it allocates taxpayers dollars to community groups/individuals and has done a good job managing that process over the years. The policy defines the types of requests the Town is prepared to support, indicates what criteria it will use to evaluate requests and establishes a limit on how often a group can apply each year with a grant allocation maximum of \$15,000 per request.

Staff prepared the 2019 proposed grant budget to be consistent with the 2018 amount. Therefore, it includes \$90,000 for annual grant requests. The Town has already received several grant requests or proposals that are outside the traditional type of community investments that the Town supports. Those requests could increase the demand on Council to increase its grant budget or approve grants outside their policy or amend the policy to fund those requests. The following are some of the additional grants or proposals staff are aware of include: Riverview Art Centre is seeking an additional \$11,000 a 19% increase to their previous grant; the Scottish Rite Society has requested a \$10,000 commitment from the Town for each of the next three years; the Racquet Sports Group has requested \$10,000 for Council to support a study for the development of a regional racquet court facility in Greater Moncton (current proposed location is in Dieppe). There would be additional asks for funding to help construct the facility and the three municipalities would have to agree to forgo federal

and provincial infrastructure dollars, so it could go towards this group's facility.

The Town has also been informed that additional school playground projects will be seeking funding, including West Riverview Elementary School and an additional request for the Frank L. Bowser School playground project.

There are other grant requests that we are aware of that have been presented to Moncton and Dieppe that we anticipate will be presented to our Council as well. An example of this is the Friends of the Moncton Hospital Foundation. The Atlantic Wellness Community Centre has also requested that its \$10,000 grant be moved to the "relationship grant" category of the policy like the Boys and Girls Club, the Capitol Theatre and the Riverview Arts Centre.

Staff's recommendation is to follow the established grant policy. Council established a defined grant policy a few years ago and spent considerable time discussing the collective view that it wanted a reasonable grant budget but did not want to increase the size of its overall grant budget or start providing grants outside the parameters established in its policy. If Council is going to amend its grant budget total or policy, Council will need to provide direction that outlines its new approach.

C. Smith identified what the proposed budget delivers, which includes the tax rate to increase by one cent (equates to a \$15.00 increase annually for the average home of \$150,000) and is still the lowest tax rate in the tri-community; town's assessment base to exceed \$1.5 billion; debt ratio 9.62%. The Operating Fund investments include the Wellness project; new transit service, continued investment in strategic plan priorities (Marketing Strategy, Pavement Index study, Facility Condition Assessment) which demonstrates good areas of alignment between the budget and the Strategic Plan.

C. Smith remarked that staff faced some challenges in dealing with the unknown factors pertaining to the carbon tax and the impending increase to WorkSafe premiums (\$100,000 estimated increase over last year's premiums). He noted that due to a lack of details, staff have hopefully put enough money in the budget to cover these costs, but at this point are still uncertain until specific figures are provided to the Town.

He remarked that the \$9.3 million General Capital Budget is aligned with the 10 Year Capital Plan which provides for investing in street

improvements, pavement program, Lions Pool project (\$1.3 million), continuation of investment in Mill Creek, and a new bus, to highlight a few items. The \$2.5 million dollar Utility Capital Budget is focused mainly on watermain renewal projects.

He noted that the Utility Budget includes a \$22 annual increase in water & sewer rates. The Town is being proactive in regard to the blue/green algae issue (potential \$27 million solution) which will impact the costs in the coming years and has to be factored into the rate structure in order to be able to manage the impact.

He identified the unknowns that impact the budget which include the assessment growth projections; the Equalization Grant which could go up or down, and the increase in the WorkSafe premiums. Either way staff is looking for direction from Council should it find itself in either a positive or negative position after the figures are confirmed.

C. Smith reiterated the topics for further discussion are Public Transit - whether Council is interested in taking advantage of funding opportunities; the Grant budget/priorities/policy, plus he noted that \$600,000 was added to smooth out additional future costs associated with the new RCMP building. He also touched on the plans of the RCMP to grow their policing resources in the community. While from a budget perspective that is fine in 2019 because of the sizable surplus carried forward from 2017; however, permanent expenditures were added to the 2019 budget in relation to the new RCMP officers which could potentially result in a 5-8% increase because of that annualized impact. C. Smith remarked that he had expressed concern during the Codiac Regional Policing Authority presentation to Council about using one time funding for permanent expenditures and the management of how they get to determine what the budget will be. Council has very little input in the process. He noted that regardless the Town needs to keep this in mind and plan for this increase in the coming years.

In closing, C. Smith stated that the budget deliberation process will be driven by the questions of Council. R. Higson will take Council through a high level summary of the budget and are encouraged to ask questions and/or give further direction to staff.

C. Smith responded to questions pertaining to the carbon tax. It was noted that staff went through an exercise with our own fleet and facility energy budgets and factored in a 2% increase to account for the carbon tax. The details of the carbon tax are not available, only that the Federal

Government announced as of January 1, 2019 a carbon tax will be imposed on organizations including New Brunswick.

C. Smith also responded to questions in regard to the proposed increase to the Workers Compensation premiums. R. Higson confirmed that staff had factored in a rate of \$4.00 per \$100 dollars of salary into the budget as compared to last year's rate of \$2.69 (this represents an additional \$100,000 in the budget over last year's amount). R. Higson noted that this figure should be confirmed in the near future.

Mayor Seamans pointed out that two full days have been allotted to the budget deliberations, and more could be scheduled if required. She encouraged Council & staff to take the time to ask questions, provide input and to seek clarification. She pointed out that a significant amount of foundation work has already been done and is pleased with the process. Mayor Seamans remarked that the sessions are open to the public.

R. Higson began with a review of the General Operating Fund. He remarked that municipalities must budget for a balanced budget. The proposed budget proposes a tax rate increase of one cent up to 1.5926 representing 0.632% of one percent. He remarked that the one cent tax rate is equal to \$151,857 in additional revenue for the Town.

He noted that under the Revenue section the 2019 warrant to be raised is \$24,184,963 representing a 2.4% increase over the 2018 warrant of \$23,611,174. The Equalization (Unconditional) Grant from the Province is set at the same level as 2017 at \$2,153,830 representing a change of - 10.6% from the 2018 budget. There is no change in revenue from the Fire & Rescue Department nor the Works & Engineering Department. The Parks & Recreation Department shows an increase of 11% in their revenue.

R. Higson highlighted the General Operating Summary which takes into account expenditures for General Government of \$4,917,167 (including some additional transit costs); RCMP - \$3,454,302; Fire & Rescue - \$3,414,665; Public Works & Engineering - \$4,111,826 and Parks & Recreation - \$5,160,611 totalling \$28,888,177.

R. Higson pointed out a couple of variances to the budget. This included the sale of equipment (approximately \$140,000) and also in relation to the Town's RCMP Building, Council will notice that the revenue and expenses has been eliminated from this budget (representing a reduction of

\$230,000 in revenue) due to the pending sale of the building. The Town will also be Transferring from the Operating Reserve Fund in relation to the Wellness Centre. He reiterated that the Town will be carrying forward the 2018 expenses for the Wellness Centre. From an accounting perspective, the Town will transfer the unallocated funds (\$150,000) into the Reserve Fund for 2019 which will come out again in 2019 by resolution of Council to manage the expenses associated with it.

He indicated that the General Government section covers all expenses that do not fit into any major category such as Parks & Recreation, Engineering & Works, and the Fire Departments.

R. Higson remarked that under the Administrative Section with respect to Asset Planning/Facilities Management - some items have been reclassified. A change from last year is the inclusion of the Communication Department. Previously it has fallen under the Economic Development Department but is now incorporated into the Corporate Services Department, which includes a separate budget for communications.

He indicated that another large item under the Administration Section is Public Transit equalling \$467,744 plus the addition of \$150,000 for the partial year operating cost for the potential third bus. On an annual basis that cost would go up by \$300,000.

He identified a few changes to the Fundy Chocolate River Station. The Town purchased the parking lot (previously owned by Esso) which the Town had paid a rental fee of \$10,000 per year. As the new owner of the land, the Town is now required to pay taxes on this land. The Town is also making arrangements with one of the tenants to perform the cleaning. Those two adjustments were made to the budget. R. Higson pointed out that the Town is in the process of selling the RCMP building. The sale of the building impacts the budget as staff has eliminated 100% of the expenses but have also lost any revenue achieved through the lease of the building.

R. Higson and C. Smith responded to inquiries concerning the funds for the Riverview Public Library and an allocation of the marketing funds as it is now separated into two different departments (Corporate Services & Economic Development). S. Thomson responded to questions regarding the Fundy Chocolate River Station with respect to the tenants and the janitorial services. R. Higson clarified that the financial compensation for the by law enforcement commissionaire is based on the actual number of hours the Town utilizes his services.

R. Higson referenced the Expenditures section which includes a figure for General Government of \$4,917,167 representing a 0.3% increase. Another item he wanted to make Council aware of was the debt balloon payment of \$2.2 million which will be refinanced, and is considered more of a one-time adjustment in terms of how much the Town will be paying down its debt. The refinancing will reduce the \$3.4 million cost of borrowing to \$2.8 million. He also noted that another method of paying the capital expenses from the revenue stream is the "Pay as you Go" from the Operating budget (as opposed to borrowing) of \$3,150,000, which basically aligns with 10 year plan. He noted that reference has already been made to the transfer of funds from the 2018 budget for the Wellness Centre, which will ultimately be transferred out in 2019 in order to fund the operational and planning expenses associated with the Wellness Centre. The Town will also be transferring to the Operating Reserve Fund to make way for RCMP increases (both new building and for the operational side) - approximately \$650,000 per year for the next several years. This represents 4 or 5 cents on the tax rate and it is extremely important that the Town starts to plan for the increase now to smooth out the transition starting next year and then again in 2022 in relation to the new RMCP building itself. This is the rationale behind the transfer of \$600,000.

The Town also set aside funds in the Capital Budget for the long term to take advantage of funding opportunities through the Federal and Provincial Governments and also to plan for large capital projects like the Wellness Centre. The Town has to put that money away now (\$1.3 million in 2019) which was previously endorsed by Council in the Ten Year Capital Plan).

R. Higson noted that the total amount of expenses for the Administration Section is \$12,746,773 representing a reduction of 2% over the 2018 budget.

He indicated that the Town contracts its policing services to the Codiac Regional RCMP. The RCMP contract will be \$3,419,802 for Riverview's share or 11.4% of the tri-community cost, which represents a 1.3% contract increase for Riverview. The costing formula is based on tax base, population, and the number of service calls. R. Higson pointed out that the Codiac Regional Policing Authority was able to limit the increase because there was a large surplus in 2017 which is required to be used in the 2nd following year (will be brought forward in 2019). He remarked that had the surplus not been available the increase in the cost would

have been significant. However, the Town will experience the effects in 2020 because a surplus will not exist but the operational costs will still be ongoing. The Town must also factor in costs with respect to the new RCMP building proposed for 2022. In conjunction with this there will also be a budget for consulting fees and the Town will be responsible for a portion of those costs. Staff have set aside \$34,500 for the consulting fees.

The members of Council entered into a discussion with respect to the RCMP budget, the surplus and the impact of the additional operational expenses.

C. Smith remarked that there is only a “flag” from a governance perspective. He appreciates that there is a need for service. However, because of the surplus the impact is absorbed but will remain operationally. Perhaps the preferred method of providing input into a proposed budget over a certain threshold would be to have a presentation at the Tri-Community Council level as there was no opportunity for debate by the municipality, other than the input at the Executive Insight Committee by its members. At this point, there is very little options for Council to deal with.

R. Higson moved on to a brief review of the Fire & Rescue department expenses which have increased by 3.1% from \$3.3 million to \$3.4 million. Staff included an estimated amount of revenue for the Local Service District contract that the Town has with the Province. Under the Expenses section for Salaries & Wages he highlighted the wage settlement which was to hire one firefighter for the next four years. Subsequently an agreement was reached to reduce the number of hours compensated for overtime (2 hours minimum instead of 3 at time and a half) representing a decrease of fire calls of 21% and medical first responder calls of 20%, in terms of dollars. Other than the staffing change the department is consistent with all other expenses.

Chief Pleau addressed the issue regarding the truck radio system. He commented that the Province has selected a truck radio system. The Department does not have the radios to support this system but have been trying to comply. He added that the Town recently learned that it will be able to purchase the units from the Province at their price.

Chief Pleau responded to inquiries regarding the lump sum payment for statutory holidays (\$88,000) which forms part of the IAFF contract. He also responded to questions regarding honorariums, and the expenses for

a medical doctor, the condition of the building and the development of a building maintenance plan.

C. Smith commented that staff will have a better sense after next year as the Facilities Coordinator is undertaking a building condition assessment of the various Town buildings. This information will be available to assist in long term planning. The assessment is factored in under Facilities Management in the budget.

R. Higson touched on the Engineering & Works department budget of approximately \$4 million representing a 4% increase for 2019. He remarked that overall the numbers are very consistent with the prior year. One noteworthy item under the expenses for the Engineering Services, in conjunction with the Asset Management Program, is the need for an external party to conduct a Road Condition Assessment at a cost of \$50,000. This item is included under the Planning & Design fees which has resulted in an increase in that particular line item for 2019.

R. Higson noted that in relation to the carbon tax he had reviewed the Town's consumption and added a 2% increase to all energy related line items and the street lighting costs which represents a 4.8% increase overall. He pointed out that all other expenses are relatively consistent with other years.

C. Smith confirmed that the Union of Municipalities of New Brunswick is lobbying the government regarding a rebate from NB Power regarding the street lights. He pointed out it is not factored into the budget as the Town has not received any updates on this matter.

R. Higson moved onto a brief review of the Parks & Recreation department Expenditures. He indicated that the budget increased by 8% from \$4.7 to \$5.2 million. An important point to note is that while the expenditures are fairly significant there is also significant revenue resulting from the programs and services offered by the Town. He highlighted the fact under the revenue section, the Aquatic Center's revenues have increased dramatically over the past year from \$212,000 in 2017 up to a projection of slightly over \$300,000 in 2018 representing an overall increase in the revenues from a budget of \$1,031,000 in 2018 and a budget of \$1,145,000 in 2019, representing an 11% increase over last year's budget. He noted another change is a small increase in staffing at the Aquatic Centre of \$20,000 in order to create the revenue and offer the programs.

R. Higson noted that a large part of the increase in the department relates to the line item Master Plan, Studies, Fundraising. This line item relates to the Wellness Centre and the work that started late resulting in funds being carried over from 2018 into 2019. That line item in 2019 is \$400,000 as compared to \$250,000 in 2018. This amount will be partially funded from Transfer in from the General Operating Reserve in the amount of \$150,000.

R. Higson touched on the Advertising line item in connection with the brochures which are printed three times per year. There will be a reduction in the amount of brochures printed, in keeping with environmental awareness and the sustainability principles, resulting in a reduction of costs from \$40,000 to \$25,000 or 38%.

G. Cole responded to questions regarding the reduction in the production of the Town's brochures. He noted that the Department takes the Sustainability Plan seriously. By reducing the production of brochures this represents the saving of approximately 23 trees a year. The Department has come up with other ways to reach out to the public including sending out information cards to every resident to make them aware of the change. The Town has been monitoring, and will continue to monitor, at the different events hosted by the Town how participants obtain their information. G. Cole advised that Facebook is the number one source and the hard copy is the last. The Town will still produce over 12,000 hard copies. G. Cole responded to questions regarding snow removal at the high school. A suggestion to look at offering prenatal classes at the pool. The suggestion was also made for the development of an App for push notification regarding our programs, which is being looked into by staff.

Mayor Seamans declared a recess at 10:50 a.m. She announced that after the break Deputy Mayor Rampersaud will resume the chair. Mayor Seamans left the Council Chambers.

Deputy Mayor Rampersaud reconvened the meeting at 11:03 a.m.

R. Higson conducted a review of the Ten Year Capital Budget which is consistent with the Ten Year Financial Plan. He touched on some of the big ticket items which included the following: General Government services - new bus \$600,000; deck replacement at Fundy Chocolate River Station - \$180,000; Protective Services – replacement of breathing apparatuses (\$390,000); trunk mobile radios (\$50,000). Parks & Rec - carrying forward from 2018 repairs to roof at Parks & Rec building; largest item of \$1.3 million is the replacement of Lions Pool; Eng. & Works -

largest item is infrastructure; List of streets proposed for local improvement are Devere Road (Pine Glen to Montgomery); Windsor Street; Weir Drive, Nowlan Drive, Berkely Drive (Pine Glen to McAllister); a new sidewalk is proposed for Canusa Drive; \$400,000 for Phase 1 - Berkley Drive system upsizing; installation of Inlet control devices in parts of McAllister Park, Point Park, and Bridgedale. The replacement program will see the addition of a storm sewer cleaner/vacuum truck in the amount of \$540,000. The total 2019 Capital budget is \$9,269,400.

R. Higson outlined the financial sources which will be used to fund these items in the Capital budget. This would include \$3,150,000 from “Pay As You Go” or Capital from Operating; Provincial Funding estimated to be \$325,000 for Lion’s Pool. It was noted that the Town had submitted an application to the Regional Development Corporation and have been unofficially advised that the Province was prepared to contribute approximately 25%, similar to what other communities had received. The total financial sources equals \$3,975,000 and will be applied against the \$9,269,400 leaving \$5,294,400 to be borrowed. This results in a debt ratio of 9.62% (which does factor in the borrowing).

R. Higson confirmed that the interest rate on the funds being borrowed will be determined when the Town actually borrows the money.

Staff responded to questions regarding the replacement of the top layer of the deck at the Fundy Chocolate River Station, upgrades to the Byron Dobson Arena which stems back to the review conducted by MCW and the recommendations contained within their report. It was noted that in 2019 \$70,000 has been allotted for change room upgrades.

The members of Council entered into a lengthy discussion on the sidewalk proposed for Canusa Drive. It was reported that approximately eight years ago the area school principals provided the Engineering & Works Department with a letter listing their priorities, which prompted the sidewalk program. The Town has been working its way through the priority areas identified and the sidewalk on Canusa is the last of the initial request. It was reported that the department has received phone calls from concerned parents wanting to improve safety for their children requesting the installation of a sidewalk on Canusa. The sidewalk on Canusa supports the concept of Active Transportation, which was also the reason for the installation of the sidewalk on Waterfall Drive. The Town is proposing that the sidewalk be installed on the west side of Canusa. M.

Ouellet pointed out that the Municipal Plan calls for the installation of sidewalks on all new streets.

M. Ouellet confirmed that no survey of the area residents had been conducted. The approach has been when concerns are brought forward through the Traffic Committee they are investigated. He remarked that a survey could be conducted if directed to do so by Council. He urged Council to direct any traffic concerns to him.

Councillor Cassista remarked that she had lived in that area for many years and did not see a great number of walking children. She noted that she has received concerns about the installation of the sidewalk. She noted that the Town needs to be accountable as we are spending taxpayers' dollars and there will also be operational costs associated with the sidewalk as well. Councillor Cassista remarked that she would like to see more communication go out to the residents to keep them informed.

The Town Clerk responded to questions concerning the "Light Up Riverview" initiative. R. Higson noted that this item appears under Civic Relations wherein \$40,000 has been allotted for 2019 and approximately \$80,000 was projected for 2018. This long term project focused on lighting the Riverfront Park and once this is complete (estimated 2 years), the Town will look at additional areas. But initially the plan concentrated on this particular area.

Reference was made to the installation of traffic lights at Emery/Sawgrass and Hillsborough Road which were contemplated at one time. M. Ouellet remarked that the focus has been diverted to Bridgedale Boulevard because the need for traffic signals on Hillsborough Road will be redundant once the Boulevard is constructed. The cost of a signalized traffic light would almost be a half million dollars and that money would be better invested on Bridgedale Boulevard.

Mayor Seamans resumed the chair at 11:32 a.m.

Staff responded to questions regarding the priority listing of the streets proposed for local improvement. C. Smith said that the budget amount for local improvement is determined by Council. The methodology of which streets are selected to be completed is done by the Engineering Department based on the PCI (condition of the pavement), pavement index report and as well as watermain breaks, which is a good process. If Council wants to allocate more money to the budget that would be a discussion or directive from Council.

Staff responded to questions regarding a tree incentive program. It was noted that both Dieppe and Moncton offer such a program. G. Cole advised that right now the focus has been through the subdivision program. It would be up to Council to direct staff to develop a program. Residents are certainly encouraged to plant their own trees.

C. Smith remarked that the idea of a tree incentive program has been discussed at the senior staff level and there have been issues identified with respect to inequity plus there are other dynamics to be considered such as a new home owner versus existing home owner.

Councillor Coughlan recalled that Council had a preliminary discussion regarding the installation of sidewalks on the new bridge yet it does not appear in the budget. M. Ouellet confirmed that preliminary discussions were conducted yet no further developments have taken place.

C. Smith noted that Council had passed a resolution identifying a certain amount to be set aside for this purpose. While the bridge is the responsibility of the Provincial government any enhancements would be the responsibility of the municipalities. Based on the dollar value the Town would be able to address it through our reserves.

Councillor Cassista reiterated that she had resided on Canusa Drive for 15 years. There is simply not a lot of children on the street. She noted that it only makes good sense to reach out to the residents as they are elected to represent the people and be their voice. The community has changed and perhaps a review of area is warranted. She stated that “for the record” she is here to express concerns and represent the people who have reached out to her.

The members of Council further debated the pros and cons of the sidewalk issue. Mayor Seamans remarked that she was on Council when the sidewalk presentation was made and Council must remember that the sidewalk issue did not just involve one particular street. She welcomed the discussion and debate of the members of Council. However, she pointed out that staff follows a methodology for the selection of street upgrades and improvements including the installation of sidewalks. Such work is carried out for the safety and betterment of the community as a whole.

C. Smith wanted to draw attention to the resurfacing project from the Gunningsville Bridge to Old Coach Road. In light of the construction which took place this past summer and the traffic delays caused, he wanted to

be certain that Council understood that the proposed project will likely take between six to eight weeks of construction to complete during the summer of 2019. He noted that any concerns should be expressed as now is the time to discuss.

M. Ouellet noted that the project consists of two phases – the water renewal on the south side (affecting the east bound traffic) with an estimated construction period of 6-8 weeks. Combined with a mill and overlay (paving portion 2 days). The purpose is to remove potholes and improve safety. There may be an opportunity to refresh the painted lines in anticipation of the causeway closure. The department is trying to be proactive in its planning of projects in the year 2020 as the causeway closure will have a direct impact on our projects as well. The watermain renewal is not considered to be an overnight project, like the Gunningsville Intersection project. The construction will take place from 7 a.m. – 7 p.m. and will hopefully occur outside of the tourist season (June), and a fast completion date will be stressed to the successful contractor.

The members of Council entered into a brief discussion regarding the timing of the lights at the Gunningsville intersection as well as the options being considering regarding the merge lane.

R Higson noted that he had no items for “parking lot” list.

C. Smith confirmed with Council that further discussion and direction is needed in regard to the transit system/new bus, grants, and the Canusa sidewalk.

Mayor Seamans declared a recess at 12:13 p.m. for lunch. Meeting reconvened at 12:55 p.m.

R. Higson provided the comparative tax rate figures of our sister communities. The Riverview tax rate is proposed to be 1.5926; Dieppe - 1.6295; Moncton – 1.6497. He pointed out that Riverview has not had a tax rate increase for two years.

He noted that with respect to Water & Sewer, the City of Dieppe and the Town of Riverview have a flat rate whereas Moncton is metered. The Utility Rate for Riverview is proposed in 2019 to be \$896; the rate for Dieppe is \$940.00; and Moncton is \$1,033. R. Higson reported that Riverview is proposing a \$22 increase as compared to Dieppe at a \$12 increase; and Moncton at a \$33 increase.

R. Higson touched on the Utility Operating Fund. A key issue impacting this fund is the ongoing blue/green algae situation which will have a financial impact on budget.

He stated that the Utility Operating budget for 2019 is \$7,820,021. One of the largest items in the budget is the purchase of water from the City of Moncton. The cost of water in 2018 was \$1,390,000 and in 2019 the budgeted amount is \$1,460,000. The increase, in part, is due to the Town's share of infrastructure. The cost to the Town has risen per cubic meter from \$0.532 to \$0.614, representing a 15.1% increase. Riverview's consumption is declining which results in a lower cost but still represents an overall increase because of the monies needed to be set aside to reduce the financial impact of the solution to combat the blue/green algae. He remarked that, with the exception of the blue/green algae, the budget is consistent with past years.

R. Higson touched on the Utility Capital Budget which is largely in line with the Ten Year Financial Plan. He highlighted the Watermain replacement project (trenching only) for Berkley Drive, Hillsborough Road, Roseberry and Winston. The projects under Utility Capital budget (Water & Sewer) total \$2,542,000.

The Utility Capital projects will be financed through Capital from Operating in the amount of \$1,294,000 plus Gas Tax Funding of \$1,248,000 (to be applied to replace cast iron pipes) totaling \$2,542,000.

R. Higson commented on the large future capital project in 2021 (almost a million dollars over and above the current watermain replacement plan) on Gunningsville Boulevard leading into the proposed Wellness Centre a stub section of the proposed Bridgedale Boulevard. Staff have placed \$600,000 aside to invest in water and will also need to invest an additional \$1.2 million for the sewer portion including an additional \$600,000 for off road work to reach the trunk sewer. The proposed \$22 increase in the utility rate is a start toward financing the cost of that work and the shortfall that we know is coming.

R. Higson confirmed that the Gas Tax is paid semi-annually (\$1.4 million per year) and the second installment is coming shortly. He also confirmed that the Town does not have the means to use our Reserve Funds to absorb a portion of the \$22 increase since it does not have a large reserve fund. He pointed out that our utility rates are more than reasonable as both Moncton and Dieppe charge a higher amount to their residents.

He reiterated that the \$22 increase will go towards our long term plan which will allow the Town to build up the Reserve Fund for the Utility project in 2021. There are other options to consider such as borrowing, or waiting until 2021 but that would result in our residents experiencing a rate shock. The \$22 figure is the average of the increase in the three communities; and staff are recommending the increase in order to smooth out the costs associated with the blue/green algae issue and also to build up funds for the 2021 utility project.

Staff responded to questions concerning the outstanding water and sewer accounts for both residential and commercial properties within the Town. It was noted that one staff person is assigned to review these accounts along with other duties.

Staff responded to questions regarding installing water meters in the Town, which was reviewed many years ago.

R. Higson also pointed out that during the recent presentation from TransAqua it was mentioned that once their current project is completed, they will undertake a study to determine the condition of their assets/infrastructure. This would be carried out in conjunction with their Asset Management Plan. It has been suggested that the results of the study may also translate into a financial impact on the municipalities.

Mayor Seamans confirmed that there were no further questions or concerns about the budget from Council and/or staff. Hearing none, she indicated that Council would move on to further discuss the “parking lot” items.

These included the proposed idea to purchase a new transit bus given the funding opportunities. Another item was the grant budget as well as the proposed sidewalk (Canusa).

Mayor Seamans also noted that direction must be given to staff in regard to the Equalization (unconditional) grant amount and the Provincial assessment figure. Council needs to provide direction to staff should the final figures come under or over the budgeted amount. Staff wants to be prepared for either scenario.

Transit -

The members of Council entered into a discussion regarding the purchase of a new transit bus plus the requirement to fund the continuing operational costs.

C. Smith wanted to ascertain whether Council was prepared to entertain the purchase of a new bus and to consider allocating some funds for additional service. He suggested that Codiac Transpo could be consulted to provide further information on an increase in service. If this budget is supported, staff will commit to bring back pertinent information including ridership information, costing, and proposed routes.

C. Smith pointed out that Federal and Provincial grants do not cover operational costs - only capital costs and studies. He noted that realistically the Town would receive a new bus in the last quarter. C. Smith indicated that he had made inquiries whether Codiac would have a bus that the Town could use in the interim. He noted that the budget has accounted for \$150,000 in operating costs for the last quarter of 2019.

A unanimous consensus was reached to retain the purchase of a new bus transit bus in the 2019 budget plus the additional operational costs.

Grant budget -

C. Smith remarked that the Town of Riverview is not known to have a sizable grant budget. After the funding to the Boys & Girls Club, the Riverview Arts Centre, the Capitol Theatre and the Riverview Public Library what remains is approximately \$90,000. Council needs to have a discussion on the additional requests coming forward from other groups such as Scottish Rites, Racquet Club, and Friends of the Moncton Hospital, and how to handle the requests that fall outside the established criteria.

The members of Council entered into a lengthy discussion regarding the grant budget and its process.

It was noted that previously Council directed staff to develop a policy to address the grants and thus the Community Investment Policy and its governing criteria was developed. The observation was made the creation of the Community Investment policy put Council on the right track and it now needs to stay on track. There are a number of items being downloaded from the other levels of government onto the municipalities. Council must be mindful that it is spending the money of its taxpayers.

C. Smith remarked that historically the Annual Grants are Council's domain. The policy was created by staff to assist Council. A checklist is also completed by staff which outlines whether the application meets the criteria and are eligible for funding. In the end, Council is expected to use the policy to review the applications and determine the successful applicants and the amount of funding to be awarded.

Mayor Seamans suggested that going forward Council could look more closely at the information contained in the applications including the financials.

It was noted that the policy does not prevent an individual and/or organization from reapplying for the same project in a subsequent year. Only that an organization or individual can receive funding from the Town once in a given fiscal year.

Mayor Seamans called for the question on retaining the grant budget at \$90,000. Council reached a unanimous consensus to retain the budget at \$90,000.

Mayor declared a recess at 2:20 p.m. The meeting reconvened at 2:32 p.m.

C. Smith pointed out that the grant budget is set at \$90,000 which also means the Riverview Arts Centre will remain at the 2018 funding level of \$59,000.

Canusa Drive – Sidewalk Installation

Council entered into further discussion on the sidewalk installation proposed for Canusa Drive.

M. Ouellet commented that the sidewalk projects are not initiated by the Engineering Department. The sidewalk program was meant to address safety concerns. The intent is to have safe streets for every mode of transportation and for all ages. He reiterated that this was why the program was developed and that Canusa is one of the last streets to be done under this plan.

Mayor Seamans noted that the installation of sidewalks is one of the things addressed in the Municipal Plan. The Town has been promoting Active Transportation and this is another example of continued connectivity. This is the last link of the sidewalk plan for that particular area.

M. Ouellet confirmed that there are sidewalks on both sides of Trites which will connect with the sidewalk on Waterfall.

A consensus was reached to proceed with the installation of the sidewalk on Canusa Drive as proposed.

Councillor Cassista stated that she is not in favour of this directive.

Mayor Seamans commented that staff is looking for direction from Council as to whether the numbers from the Province come in over or below budget.

It was noted that the Equalization Fund cannot be used to decrease or increase the utility fund as per the legislation.

R. Higson outlined options should the figures come in higher than expected. These included transferring the additional funds to capital reserve; or use it to pay down debt which will open up more borrowing opportunities. Likewise if it goes the other way the Town will have to put less money into the Reserve Fund and look at funding options.

The three unknowns at this point are the Equalization (unconditional) Grant figure, the tax assessment, and the Workers' Compensation premium.

The members of Council agreed with the options as outlined by R. Higson.

Mayor Seamans inquired whether Council or staff had anything further to bring forward for discussion or clarification as now was the time to do so.

R. Higson reiterated that Council had consented to the one cent tax rate increase and the \$22 increase in the water sewer figure.

C. Smith remarked that staff will manage the figures and bring forward the budget in December to approve. He indicated that if there is something that occurs which is clearly out of line, he will undertake to bring Council together to further discuss.

Mayor Seamans concluded by stating that she considers the one cent tax rate increase to be proactive given the expenditures coming in the years ahead. She confirmed that the Saturday, November 24th budget session is cancelled as Council has completed its budget deliberations. The budget will be officially passed at the Regular Council Meeting to be held on Monday, December 10, 2018 commencing at 4 p.m.

5. ADJOURNMENT

Moved by: Councillor C. Cassista

Seconded by: Councillor J. Coughlan

That the Committee of the Whole meeting of November 21, 2018 be adjourned at 3:03 p.m.

Motion Carried