



COMMITTEE OF THE WHOLE MEETING OF COUNCIL
Monday, September 26, 2016
Council Chambers
30 Honour House Court, Riverview, NB
7:00 p.m.

Members Present:

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

Staff Present:

Colin Smith	CAO
Annette Crummey	Town Clerk
Robert Higson	Director of Finance
Michel Ouellet	Director of Engineering & Works
Tina Smith	Director of Human Resources
Gerry Cole	Director of Parks, Recreation & Community Relations
Shane Thomson	Director of Economic Development
Chief Denis Pleau	Riverview Fire & Rescue
Denyse Richard	Deputy Town Clerk
Supt. Paul Beauchesne	Codiac RCMP (departed 8:30 p.m.)

Absent:

Lana Hansen	Councillor
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1. CALL TO ORDER

Mayor Seamans called the meeting to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Deputy Mayor Cassista

Seconded by: Councillor Thorne

That the agenda for the Committee of the Whole meeting of September 26, 2016 be approved.

Motion Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST

NIL

4. CORRESPONDENCE

5. PETITIONS, PRESENTATIONS & DELEGATIONS

A) Presentation by Cal Maskery, Founder & Executive Director of Harvest House – Update on services provided and the Impact of Harvest House

Mr. Maskery provided an update on the services provided by Harvest House and its impact on the tri-communities. He remarked that Harvest House is a 36 bed step up located at 182 High Street which can house up to 28 men and 8 women. Their goal is to break the cycle of homelessness. Last year 54,000 meals were served at Harvest House. A long term plan involves the creation of a new skills and trades development center and a women’s addiction recovery center. He extended an invitation to the members of Council to take a tour of Harvest House.

B) Presentation by Peter MacDonald, Executive Director – Big Brothers Big Sisters (verbal)

Mr. MacDonald outlined the role of Big Brothers Big Sisters and how their role has evolved over the years. He highlighted the positive benefits that are carried forward by being involved as a mentor which often times results in a life changing experience for everyone involved. Mr. MacDonald noted that similar to other non-profit groups ongoing funding is a major concern and is seeking long term financial assistance in the amount of \$2,500 annually from the Town of Riverview.

Mayor Seamans stated that the Deputy Clerk could provide information on how to apply for funding from the Town of Riverview.

C) Presentation by Mary O’Donnell – Moncton Headstart – Overview of Moncton Headstart & benefits to the citizens of Riverview

Ms. O’Donnell provided a brief history of Moncton Headstart which began its operation 43 years ago. She remarked that the services have evolved over the years from a babysitting service to encompass so much more. Headstart is involved in the School Supply Drive, the

Coats for Kids drive and the Toyland drive. She pointed out the economic return of one dollar spent at Headstart equals \$16.14 in social benefits. She noted that their core funding has decreased \$300,000 in the last three years which has created a significant financial impact on their operation. She also pointed out that 15% of the total 3000 children helped live in Riverview. Ms. O'Donnell noted that Headstart will also be submitting a request for financial assistance to the Town for the year 2017 in the amount of \$3,000.

D) Presentation by Mike Randall of Portfolio Marketing – Marketing Strategy

Mr. Randall summarized the in-depth process his firm undertook to develop the proposed marketing and communication strategy for the Town of Riverview. He conducted a power point presentation which illustrated and reinforced the strategy.

Moved by: Councillor LeBlanc

Seconded by: Councillor Rampersaud

That the Committee of the Whole recommended to the Riverview Town Council to accept and endorse the Communication and Marketing Strategy as submitted by Mike Randall of Portfolio.

Motion Carried

6. EXTERNAL REPORTS

A) Building Development/Permit

1) Building Permit Report for month of July, 2016

Taken as information.

2) Development Activity Report for the month of August, 2016

Taken as information.

B) Animal Control Report for month of July & August, 2016

It was noted that the report reflects a decrease in fees compared to the 2015 figures. This can be partially attributed to the brief period of time wherein the SPCA was covering the service. A new contract has since been awarded and a new contractor is in place.

Mr. Smith reported that the contractor provides a detailed report to the Town and he is very impressed with the level of service. He pointed out that on a net cost basis the cost for animal control are lower than previous budgets.

Taken as information.

C) Codiac RCMP

Supt. Beuchesne advised that Inspector Jamie George had retired and that he was in the process of making arrangements for another member to serve as the council liaison. He also pointed out that the new commander has arrived and would be contacting the Mayor's office to arrange for an introduction.

Taken as information.

7. DEPARTMENTAL REPORTS

A) Administration Department – Colin Smith, CAO

1) Report for the months of July - September, 2016

Mr. Smith highlighted that IT is working on a solution to more efficiently handle public complaints. He also pointed out that a new water agreement is being developed as the current agreement with the City of Moncton expires December 31, 2017. He is hopeful that Council will be able to review a proposed agreement by the end of this year.

Report accepted as presented.

B) Finance Department – Robert Higson, Director

1) Report for the months of August – September, 2016

Mr. Higson extended an open invitation to the members of Council to drop by his office or call if they have any questions concerning the upcoming budget process.

Mr. Higson confirmed with the members of Council that the asset management plan is a complex and lengthy process. In order to assist in this process the Town has put out a Request for Proposal entitled Asset Management Plan Development which closed on August 31, 2016. The deadline imposed by the Province for the development of an asset plan is December 31, 2017.

Report was accepted as presented.

C) Engineering & Works – Michel Ouellet, Director

1) Report for the months of July - September, 2016

Mr. Ouellet indicated that the move to the new operation center is scheduled to begin October 11th. Staff will be moving into the new building in phases and will begin with the Engineering staff first and is hopeful to have the Works & Parks staff in place by the end of October.

Councillor Rampersaud extended words of appreciation to the department for the work done to help alleviate the traffic at the Middle School and St. Paul's area.

Report accepted as presented.

D) Fire Department – Chief Denis Pleau

1) Report for the month of June, 2016

Report accepted as presented.

2) Report for the month of July, 2016

Report accepted as presented.

3) Report for the month of September, 2016

Report accepted as presented.

Chief Pleau reminded everyone that the Fire Department will be conducting its Open House this weekend in connection with the upcoming Fire Prevention Week.

E) Parks, Recreation & Community Relations – Gerry Cole, Director

1) Report for the months of July – September, 2016

Mr. Cole gave a “shout out” to the departments of Engineering & Works and Parks & Recreation for working in collaboration on a parking lot/berm at the Mill Creek Nature Park. He also commented that the Town had partnered with TD Bank wherein over 200 plants were planted in the berm. A special thanks to Pam Fowler and students of RHS as well as the Friends of the Mill Creek for assisting in the selection of the appropriate vegetation for the berm. Another departmental partnering involved moving and installing of the new Sculpture Saint art piece. He noted that the unveiling of the Town's new sculpture will take place on Wednesday, September 28th at 11:30 on site at the Riverfront Trail. He encouraged everyone to attend.

Report accepted as presented.

F) Business/Economic Development – Shane Thomson, Director

1) Report for the months of July – September, 2016

Mr. Thomson touched on the “Food Incubator Pilot Project” at the Coverdale Centre which enables food entrepreneurs to utilize the Class 5 kitchen to commercialize

their products for market. Mr. Thomson remarked that he had just received confirmation that Papa Johns Pizza is the new tenant at the Pinewood Plaza.

Mr. Thomson confirmed that the Town would be initiating another survey with the business community with respect to signage. Upon collection of such data, the Town will consult with the planning department to determine how best to proceed.

Report accepted as presented.

G) Human Resources – Tina Smith, Director

1) Report for the months of July – September, 2016

Report accepted as presented.

8. OTHER BUSINESS

A) Community Investment Applications for the month of September, 2016 – 2nd report

Report contained the following staff recommendations which were accepted by Council. Voices of Veterans of Canada (Flags of Remembrance event October 1st) - \$200; C3Leadership Ltd (Learn2Lead event October 27th) - \$375; Mayors' Prayer Breakfast – October 21st) - \$200.

Atlantic Canada Kyokushin-Kan Karate

Moved by: Deputy Mayor Cassista

Seconded by: Councillor LeBlanc

That the Committee of the Whole recommend to Town Council to contribute \$1000 for metals for the Atlantic Canada Kyokushin-Kan Karate competition.

Nay Votes: Councillor Coughlan
Councillor Thorne
Councillor LeBlanc
Councillor Rampersaud

Motion Defeated

Moved by: Councillor Rampersaud
Seconded by: Deputy Mayor Cassista

That the Committee of the Whole recommend to the Riverview Town Council to authorize a grant in the amount of \$499 in support of the Halloween Spooktacular being held on October 28, 2016 at the Cocoa Room.

Motion Carried

B) Request for Quote – Fundraising Proposal Requirements (Wellness Centre)

Moved by: Councillor Rampersaud
Seconded by: Councillor LeBlanc

That the Committee of the Whole recommend to Riverview Town Council to accept the recommendation from the Community Wellness Centre Committee to award the Request for Quote for Fundraising Proposal Requirements (Wellness Centre) to BNP Philanthropic Performance in the amount of \$25,000 plus HST (\$28,750) and that the Mayor and Town Clerk be authorized to execute all related documents.

It was suggested that not all the pertinent information was available for Council's consideration. A request was made for the names and submitted price of the other companies who bid on the request for quote.

Mr. Smith explained the difference between the reporting process for a tender as opposed to a Request for Quote/Proposal. He pointed out that in a RFP pricing is not the determining factor of recommendation. He outlined that price is one small component in the overall evaluation. The RFP would contain specific criteria requirements which is evaluated based on their individual submissions.

Councillor Rampersaud stated that three submissions had been received. Namely, BNP Philanthropic Performance (\$25,000 plus HST); KMA Consultants \$28,250 plus HST and out-of-pocket expenses; and Global Philanthropic \$38,200 plus expenses.

Motion Carried

C) Land Acquisition – Gunningsville School

Moved by: Councillor Rampersaud
Seconded by: Councillor LeBlanc

That the Committee of the Whole recommend to Riverview Town Council to approve the purchase of 1.08 acres (a portion of PID # 00649046) to maintain the Town's existing park space in this neighborhood at a costs of \$23,450 plus HST, survey, legal fees

and transfer tax. Mayor and Town Clerk to be given direction to execute the necessary legal documentation.

Motion Carried

9. COUNCIL STATEMENTS/INQUIRIES

Shane Thomson remarked that the parking lot at the Fundy Chocolate River Station had been leased by the Town for a number of years. Originally that space was occupied by a gas station which required the site to undergo a purification process for a number of years as the soil had been contaminated. This year the owners plan to remediate the site which will cause a disruption to the tenants of the building as well as the citizens of the Town as the parking lot and a portion of the boardwalk will be removed. Mr. Thomson indicated that he has notified the tenants of the building and is working on a solution for alternate parking.

Mr. Higson reported that the asset management report/analysis is a requirement of the Province of New Brunswick. He pointed out that the municipalities are awaiting the guidelines to be provided by the Province which also adds to the delay in the preparation of a report.

10. ADJOURNMENT

Moved by: Councillor Thorne

Seconded by: Deputy Mayor Cassista

That the meeting be adjourned at 9:15 p.m.

Motion Carried