



## **COMMITTEE OF THE WHOLE MEETING OF COUNCIL**

**MONDAY, MARCH 27, 2017**

**30 Honour House Court - Council Chambers**

**7 p.m.**

### **MINUTES**

**Members Present:**

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

**Staff Present:**

- C. Smith, CAO**
- A. Crummey, Town Clerk**
- D. Richard, Deputy Town Clerk**
- R. Higson, Director of Finance**
- M. Ouellet, Director of Eng & Works**
- G. Cole, Director of Parks & Recreation**
- S. Thomson, Director of Economic Development**
- D. Pleau, Fire Chief**
- T. Finlay, Director of Human Resources**
- Supt. Paul Beauchesne – Codiac RCMP**

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

The Town Clerk advised that item 5a would be deleted from agenda.

**Moved by:** Deputy Mayor C. Cassista

**Seconded by:** Councillor A. LeBlanc

*That the agenda for the Committee of the Whole for Meeting of March 27, 2017 be approved as amended.*

**Motion Carried**

**5. PETITIONS, PRESENTATIONS & DELEGATIONS**

**a. Presentation to Rebecca Schofield**

Deleted from agenda.

**b. Presentation by Andrew Boudreau of AC Stevenson & Partners - Review of 2016 Financial Statements**

Andrew Boudreau stated that the audited financial statements for the fiscal year ending December 31, 2016 have been prepared and previously distributed to Council for review. He highlighted the audit process and confirmed that there were no material issues. The auditors conducted a review of the system of internal control and concluded that there were no issues nor any fraudulent acts or transactions.

Mr. Boudreau touched upon a few items from the statements including the Independent auditor's report, management's responsibilities and the auditor's responsibility and concluded with an unqualified auditor's opinion.

In response to an inquiry from Deputy Mayor Cassista, Mr. Boudreau confirmed that audit test samplings were performed on all departments during the audit process.

In response to another inquiry from Deputy Mayor Cassista, Mr. Boudreau stated that the interest rate on the long term debt is pre-determined at

the time the debt is issued and the interest rates charge during each year the debt is outstanding.

Mr. Boudreau further confirmed with Deputy Mayor Cassista that certain cash balances are restricted as to their use. Examples of these are the cash balance for ProKIDS and the Gas Tax Reserve Fund. The Gas Tax Reserve Fund amount is kept in a separate bank account used solely for that purpose.

**c. Sustainability Update by Shane Thomson**

Shane Thomson conducted a powerpoint presentation. He noted that the Mayor had appointed the Sustainability Committee (2014) and, in turn, the Committee had developed a Sustainability Plan of Action adopted by Council in 2015 which contained a number of recommendations.

Mr. Thomson noted that one of the recommendations from the Sustainability Committee was to identify an internal champion of the plan. He was happy to report that Micha Fardy has been named as the Town's internal champion. Another of the recommendations was to incorporate sustainability into Council's decision making process and to create a reporting process. Another recommendation from the Committee was the creation of the Green Team.

He remarked that the Envision Riverview Plan outlining 12 systems which have been identified as priority areas. These include: Built Infrastructure; Culture & Arts; Education; Energy; Health & Wellness; Local Economy; Local Food; Nature; Recreation & Leisure; Transportation; Waste Management and Water. He provided a brief summary of the progress being made.

He remarked that the Integration of the Envision Riverview Community Sustainability Plan Priorities help to inform, guide and measure strategies. As the Town develops it is important to attract new investment through a growth plan that recognizes the significance of its residential neighbourhoods, protection of the natural surrounding and a commitment to long-term sustainability.

The ICSP provides a framework to “Try New Things” with calculated risk, a learning agenda and a storyline for the Town’s aspiration of being a resilient and thriving community. This was demonstrated by the interest generated in the Envision Riverview Micro-Grants which were so successful last year. He commented that the deadline for submission this year is Friday, March 31st.

The Town is once again very excited to host Sustaina-palooza which is set to kick off April 19-22<sup>nd</sup> for its 3rd year. This year the schedule will include an art exhibit – “Telling Our Story of People and Place”. A full schedule will be made available.

Councillors Bennett and Thorne congratulated the team on their progress and the forward steps being taken to implement the 3 stream waste system.

C. Smith responded to an inquiry from Councillor Thorne regarding the progress being made in the transition to three stream within Town owned buildings. C. Smith noted that each department has been source separating and the janitorial contractor collects and deposits in separate bins. He was happy to report that Riverview is leading in the source separation efforts.

## **6. EXTERNAL REPORTS**

### **a. Building Permit Report for the month of February, 2017**

Mayor Seamans noted that the numbers are up for the month of February in 2017.

### **b. Development Activity Report for the month of February, 2017**

Report accepted.

### **c. Animal Control Report for the month of February, 2017**

Report accepted.

### **d. Codiac RCMP Report for the month of February, 2017**

Supt. Beauchesne confirmed that Council is provided with weekly activity reports. He commented that the stats for Riverview are low - which is excellent! The RCMP are currently working on updating their crime prevention strategy and once finalized he would like to come to Council and present it.

Councillor J. Coughlan noted that Riverview will now be included in the rotation for holding the CRPA meetings.

Supt Beauchesne commented that he had participated in the Battle of the Badges which saw RCMP members compete against the local Fire Departments in a friendly game of hockey whereby the proceeds raised (of approximately \$7,000) were donated to Becca's charity.

## **7. DEPARTMENTAL REPORTS**

### **a. Administration Department**

#### **7.a.1 Administration Report for the month of March, 2017**

C. Smith remarked on the new service tracking initiative for the Engineering & Works Department. It is an excellent tool which is used to improve service to our residents.

Councillor Rampersaud applauded the great effort going into the planning of the upcoming Volunteer Recognition Night to be held on April 27<sup>th</sup>.

Report accepted.

#### **7.a.2 By-Law Infraction Summary**

Taken as information.

### **b. Finance Department**

#### **7.b.1 Finance Report for the month of February/March, 2017**

R. Higson indicated that the past due accounts totaled approximately \$172,000. He advised that recently the Town had

recovered an old account in the amount of \$10,000 which reduced the outstanding balance.

In response to an inquiry from Councillor Thorne, R. Higson responded that he anticipates the interest on the local improvement projects for 2017 to be approximately 6% annually. He pointed out as the outstanding balance is paid down interest is charged on only the remaining balance.

Report accepted.

**c. Engineering & Works**

**7.c.1 Engineering & Works Report for the month of February, 2017**

In response to an inquiry from Deputy Mayor Cassista, M. Ouellet confirmed that there is provision in the Town's documentation that provides any tender may not necessarily be awarded.

M. Ouellet also confirmed that if local improvements on Hawkes Street did not proceed the link to the trail would not proceed either.

M. Ouellet confirmed with Councillor Coughlan that staff had met with residents of Fatima Drive and will be working with them if the project proceeds.

Report accepted.

**d. Fire Department**

**7.d.1 Fire Department report for the month of February, 2017**

Report accepted.

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

**7.e.1 Parks & Recreation Report for the month of March, 2017**

G. Cole indicated that an open house for Ridgeway Park Redevelopment was rescheduled to Wednesday, March 29th from 6-7:30 at Town Hall. He encouraged everyone to attend.

Mayor Seamans remarked that she is still confused on where she can walk on the trail.

G. Cole indicated that there has been a bit of a challenge between user groups. He noted that staff is working on this and also working on mapping which will be made available on the web site. He commented on another issue which is causing difficulty on the trails is pet owners allowing their animals to run at large and also failing to poop and scoop.

Councillor Coughlan inquired as to the deadline for submitting summer student applications.

G. Gole indicated that he thought the deadline was the end of February with the hiring process beginning in March.

T. Finlay remarked that the process was commenced a bit early and the deadline for summer student applications was the middle of February. She noted that she will provide an update in her next report to clarify.

Report accepted.

**f. Business/Economic Development**

**7.f.1 Economic Development Report for the month of March, 2017**

S. Thomson highlighted the Trail Town Conference being held March 29<sup>th</sup> & 30<sup>th</sup> and encouraged Council to drop in. There will also be an exciting announcement made tomorrow evening with respect to a Library partnership pertaining to nature back packs.

Report accepted.

**g. Human Resources**

**7.g.1 Human Resources Report for the month of March, 2017**

T. Finlay advised that she had been taking time to meet the staff and getting to know them and what they do.

Report accepted.

**8. OTHER BUSINESS**

**a. Grant Report - March 2017**

The Town Clerk confirmed with Deputy Mayor Cassista that the requests that were within staff's limit had been approved.

**Moved by:** Deputy Mayor C. Cassista

**Seconded by:** Councillor T. Rampersaud

*That the Committee of the Whole recommend to Town Council to support Gay Pride Week through a financial contribution of \$300.*

Deputy Clerk confirmed that this group had not received a community investment grant for 2017.

Councillor LeBlanc noted that this group had done a significant amount and would therefore like to increase the proposed grant.

Councillor LeBlanc proposed a motion to amend to increase to the grant from \$300 to \$1,000.

Deputy Mayor Cassista called for a point of order. She indicated that the Councillor has spoken on the item before making the motion. However, if another member of Council wanted to introduce the motion that would be acceptable.

The Town Clerk investigated but did not see anything that would prevent the motion to amend. She commented that she would check on it further.

**Moved by:** Councillor T. Rampersaud

**Seconded by:** Councillor W. Bennett

*That the members of Council consider a **motion to amend** the grant in support of Gay Pride Week from \$300 to \$1,000.*

**Motion Carried**

Vote was called on the original motion as amended.

**Motion Carried**



**Moved by:** Deputy Mayor C. Cassista  
**Seconded by:** Councillor T. Rampersaud

*That the Committee of the Whole recommend to Town Council to support the Atlantic Nationals breakfast being held in Riverview on July, 2017 in an amount up to \$3,000.*

Deputy Clerk confirmed that this group did not receive a community investment grant for 2017.

Deputy Clerk noted that she had recommended that the amount be increased to more accurately reflect the actual amount invoiced in past years. She pointed out that the invoice this year may be more as the cost is based on the number of breakfasts served.

**b. Appointments by Mayor Seamans to the Jim DeWolfe Community Spirit Award Committee**

Mayor Seamans appointed Gerry Forsythe & Melannie Eldridge to the Jim DeWolfe Community Spirit Award Committee for a one year term.

**c. Motion to Recommend - Approval of 2016 Audited Financial Statements**

**Moved by:** Deputy Mayor C. Cassista  
**Seconded by:** Councillor W. Bennett

*That the Committee of the Whole recommend to Town Council to accept the audited financial statements for the year ending December 31, 2016 prepared by AC Stevenson & Partners, Chartered Professional Accountants.*

**Motion Carried**

**9. COUNCIL STATEMENTS/INQUIRIES**

C. Smith confirmed with Councillor Thorne that direction was given to staff to arrange another information session on the proposed local improvements for Olive Street, Hawkes Street and Wentworth Drive and to prepare a report for Council that will be included as part of the agenda package for the RCM on April 10th.

G. Cole confirmed with Councillor Bennett that staff could look into the possibility of food trucks at the various town events such as the Concert in the Park Series. Mr. Cole did point out that the Junior Leaders do provide a canteen at such events which is used as a fund raising initiative for them.

G. Cole confirmed with Councillor Hansen that staff would be working on an official opening for Bridgedale Park.

Councillor L. Hansen announced that Division 2 of the U14 Girls Basketball had recently hosted and won the provincial basketball championships! She pointed out that there had been great support from the local businesses including Dairy Queen and Pizza Delight. The Town provided ice packs for the swag bags which were much appreciated.

## **10. ADJOURNMENT**

**Moved by:** Councillor J. Thorne

**Seconded by:** Deputy Mayor C. Cassista

That the meeting be adjourned at 8:18 p.m.

**Motion Carried**