



# COUNCIL ORIENTATION GUIDE

2016

# Council Orientation Guide

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## 1 - Introduction

Residents of the Town of Riverview rely upon their municipal Council to deliver important services and provide effective leadership. Serving on Council will provide you with an opportunity to contribute to your community while fostering a sense of personal growth, learning and development.

You, and other members of this Council, are the backbone of local governance and are instrumental in making our community a sustainable, safe, healthy and happy place to live and work.

This Orientation Guide, along with tours of Riverview's many facilities, various publications and municipal training provided by the Province, will be a key resource as you begin your new role as a Councillor.

All policies, reports, acts, etc. that are referred to in this document can be found in the "Council Orientation Supporting Documents" folder located on the desktop of your SurfacePro.

## 2 - Freedom of Information

Like all municipalities in New Brunswick, the Town of Riverview is subject to both the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Right to Information and Protection of Privacy Act (RTIPPA). These two Acts provide a framework to provide access to public information, while ensuring the protection of personal information.

The legislation prescribes a formal process for individuals to request information and also provides for an appeal process should the individual requesting the information not agree with the information disclosed.

The Town of Riverview makes every effort to provide information to the public without the need for a formal request and has developed a policy outlining the Town of Riverview's procedure for dealing with any formal requests we do receive.

## 3 - List of Acronyms

AMANB	Association of Municipal Administrators of New Brunswick
CAMA	Canadian Association of Municipal Administrators
CAO	Chief Administrative Officer
COW	Committee of the Whole
CPI	Consumer Price Index
EMO	Emergency Measures Operation
EOC	Emergency Operations Centre
FCM	Federation of Canadian Municipalities

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GMIAA	Greater Moncton International Airport Authority
LSD	Local Service District
MAGMA	Multi-Cultural Association of Greater Moncton Area
PAC	Planning Advisory Committee
PIPEDA	Personal Information Protection and Electronic Documents Act
RAC	Riverview Arts Centre
RCM	Regular Council Meeting
RFP	Request for Proposal
RTIPPA	Right to Information and Protection of Privacy Act
TAC	Traffic Advisory Committee
UMNB	Union of Municipalities of New Brunswick

### 4 - Roles & Responsibilities

The roles and responsibilities of elected municipal officials and key senior staff are defined in the Municipalities Act under Sections 36 and 75-77. The following provides a more succinct guide to what is expected of the Mayor, Deputy Mayor, Council and Senior Staff.

A key publication which will assist you in your role on Council is the Department of Local Government's ***"Local Government Resource Manual"***. This manual contains information on all aspects of municipal government, including roles and responsibilities, procedures and practices for Council meetings, procurement information and community planning.

The publication can be found in the "Council Orientation Supporting Documents" folder on your SurfacePro.

#### Role of Mayor

The Mayor is the leader of Council and has a number of roles which extend well beyond chairing at Council meetings. Additional important roles are providing leadership and guidance to Council as they make decisions; promoting positive relationships with town administration and outside organizations; and ensuring the good governance, behaviour and ethics of Council.

The Mayor also acts as the Town's official head, attends ceremonies and social functions to advance and promote Council objectives; promotes civic awareness and encourages citizens to become more involved and aware of Council activities and they speak publicly on behalf of Council.

The Mayor, along with the Town Clerk, sign all agreements, contracts, deeds and other documents to which the municipality is a party. If these documents are not properly signed and sealed with the corporate seal, there could be greater potential for legal problems.

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## Role of Deputy Mayor

The Municipalities Act outlines the duties of the Deputy Mayor as acting in the place of the Mayor in the absence or inability of the Mayor to act or if the office of the Mayor is vacant. The Deputy Mayor possesses all the powers of the Mayor and shall perform all duties of such in their absence.

## Role of Councillors

Councillors have a number of different roles that must incorporate the interests of the whole municipality and its residents. They play a vital leadership role in creating and implementing Riverview's vision, strategic direction and values.

As part of Council, Councillors guide the development of local policies, set service standards and priorities, and monitor the performance of the organisation.

Councillors' key responsibilities include:

- strategic planning for the whole municipality and a sustainable future;
- determining the financial strategy and allocating resources via the Council budget;
- representing ratepayers and residents;
- advocating on a broad range of issues;
- liaising and coordinating with other levels of government, non-government, community groups and the private sector;
- overseeing the management of community assets;
- facilitating community participation; and
- managing an open and trusting relationship with Town staff.

## Role of Senior Staff

It is important to note that the only employee of Council is the Chief Administrative Officer (CAO). All other employees fall under the direction and leadership of the CAO with the primary role of senior staff being to support Council in their decisions. This includes implementing Council's goals and strategies, managing the delivery of services and providing advice and support in the decision making process.

Councillors rely on senior staff for support, advice and assistance with the day-to-day activities of Council and when dealing with concerns raised by their constituents. It is important for staff to recognize that elected members are not only accountable to the municipality as a whole, but also to their constituents. For this reason Councillors often need the support to help solve various issues which are a normal part of Council life.

Providing advice and support, establishing procedures that refer complaints and questions to relevant departments and maintaining a timely responsive service all help to further good governance.

It is also important that staff are able to help individual Councillors where appropriate, without becoming involved in political activity or going outside normal procedures.

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Councillors also need to understand that staff is basically the employee of the community and are not there to promote the re-election prospects of any one Councillor.

### Council/Staff Relationship

If the separate, but interrelated, roles of councillors and staff are not clearly understood, there is potential for conflict between elected councillors and municipal staff. Council should have a clear understanding of what staff do, their responsibilities, and the limits of their authority. Council should also listen to advice from staff who normally have a long-term understanding of municipal policies and operations. Council is responsible for making policy decisions while staff support the decision making process and administer those policies.

Given that staff and elected representatives are all individuals with different personalities and styles, there must be some flexibility within the guidelines of a working relationship. A highly effective working relationship will include trust, respect for and communication between the two groups.

## 5 - Governance

Governance is the process of decision making and the process by which decisions are implemented. Good governance is defined by how government conducts itself in its interaction with other stakeholders and emphasizes:

- Values and ethics
- Effective council-staff relations
- Public engagement and opportunities for partnerships
- Long term strategic and sustainability planning, identification of priorities and performance measurement
- Ongoing review of municipal service delivery and performance management
- Identifying and managing risk

### Accountability

Accountability and transparency are important principles underlying the decisions made by Council and the work undertaken by Town staff. The Town of Riverview has undertaken a number of initiatives, policies and practices to demonstrate its commitment to accountability and transparency, including:

- Open public meetings
- Availability of agendas and minutes
- Public budget consultations
- Procurement practices
- On-going communications with residents and businesses

### Strategic Plan

Riverview Town Council, with support from Senior Management, developed the Town of Riverview's Strategic Plan in 2013. The proposed plan defined a **Vision Statement** and **Five Strategic Directions** for the Town. In 2015 and 2016 Council received regular updates on the Town's progress on the strategic initiatives that have been established. The 2016 Strategic Plan Update is included as an attachment in this material. The previous Council was informed



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that the Town of Riverview will need to revisit its Strategic Plan in 2016 as the current plan has run its full course.

The 2013 Plan defined the **Vision Statement for Riverview** as:

*Riverview connects people through active living. Individuals, families, and business work together for a healthy and prosperous community.*

The **Strategic Directions** in the plan were established as:

1. Sustainability
2. Community Development & Engagement
3. Community & Lifestyle
4. Economic Growth & Development
5. Infrastructure

### Relevant Legislation

The New Brunswick Municipalities Act is the main piece of legislation governing the powers, responsibilities and general operation of local governments.

Following are a number of other acts that may apply to the activities of municipal councils. Copies of these acts can be found in the Supporting Documents section of this guide or online at <http://bit.ly/1TCsAED>.

Act	Relationship to Municipal Government
<i>Community Planning Act</i>	Provides Council with the necessary tools to plan and control development.
<i>Emergency Measures Act</i>	Provides Council with the guidance to establish a town emergency measures organization.
<i>Fire Prevention Act</i>	Provides the ability for the Fire Department to inspect and enforce fire and building regulations.
<i>Municipal Elections Act</i>	Specifies various election-related offences and associated penalties.
<i>Municipalities Act</i>	Main piece of legislation that governs the powers, responsibilities and general operations of local government.
<i>New Brunswick Municipal Finance Corporation Act</i>	Provides a source of financing for municipalities through a central borrowing authority.
<i>Provincial Offences Procedure Act</i>	Outlines fines related to municipal by-laws.
<i>Public Purchasing Act</i>	Relates to the procurement of goods and services by the Municipality. It defines the tendering process and Council's responsibilities when purchasing.
<i>Right to Information and Protection of Privacy Act</i>	Relates to Council's obligations with respect to access to information and privacy.
<i>Unsightly Premises Act</i>	Establishes guidelines for the upkeep of property.

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Act	Relationship to Municipal Government
<ul style="list-style-type: none"><li>- <i>Workplace Health, Safety and Compensation Commission Workers' Compensation Appeals Tribunal Act</i></li><li>- <i>Workers' Compensation Act</i></li><li>- <i>Occupational Health and Safety Act</i></li><li>- <i>Firefighters' Compensation Act</i></li></ul>	These are all laws which protect New Brunswick's employers' and workers' rights.

## 6 - Council

This section focuses on the decision-making process of Council with a particular focus on council meetings. More detailed information on council meetings and their procedures can be found in the "Local Government Resource Manual" which can be found in the "Manuals & Guides" folder.

### Procedural By-Law

Council must follow the rules of procedure for Regular Council Meetings to ensure the efficient flow of business and accurately record what takes place. The Town of Riverview's Procedural By-Law includes procedures for:

- Conduct at Meetings
- Public Participation at Meetings
- Election of Deputy Mayor
- Order of the Day
- Voting
- Committees

In matters of procedure not provided for in the by-law, Council is governed by "Roberts Rules of Order". A copy of the Procedural By-Law can be found in the By-Laws folder. There are some copies of "Roberts Rules of Order" located in the Town Clerk's office that can be borrowed if a councillor wishes to become familiar with meeting procedures.

### Meetings

The Town of Riverview holds various types of Council Meetings which serve different purposes. The two regularly scheduled meetings are:

- Regular Council Meeting (RCM)
- Committee of the Whole (COW)

Regular meetings of Council are the normal monthly meetings that occur on the second Monday of every month and begin at 7 p.m. If the Monday happens to be a holiday, the meeting is held on Tuesday at the same time.

The purpose of the RCM is to approve the minutes from previous meetings and either adopt or defeat motions to recommend made at a previous Committee of the Whole meeting, award tenders, approve financial grants, etc.

A quorum of council is required in order to hold a RCM. A quorum means a majority of the full number of members of council.

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If a RCM has to be cancelled or postponed, a motion must be passed by a two-thirds majority of Council at a meeting prior to the meeting to be cancelled or postponed. Notice of cancellation or postponement must be publicly advertised and in the case of postponement, the time and date of the rescheduled meeting should be included in the announcement.

Committee of the Whole (COW) meetings are held on the fourth Monday of every month and begin at 7 p.m. If the Monday happens to be a holiday, the meeting is held on Tuesday at the same time.

The purpose of the COW is to review the monthly reports submitted by the various department heads. This meeting provides Department Heads the opportunity to introduce new items for Council's consideration. If accepted "in principal", a motion to recommend to the Regular Council Meeting is made. This procedure allows members of Council time to consider the motion being proposed, ask questions or receive clarification from staff. Regular motions to adopt or defeat cannot be made at this meeting.

The COW also provides an opportunity for members of the public and various organizations to bring forth their ideas, proposals, and concerns under the section of the agenda entitled "Petitions, Presentations & Delegations". Anyone wishing to appear at this meeting must make arrangements through the Deputy Clerk well in advance of the meeting.

Other meetings that can be held are:

- Closed Sessions
- Special Council Meetings
- Public Hearings/Presentations
- Tri-Community Council Meetings

The Municipalities Act requires that all meetings of Council be opened to the public. However, only issues that fall under certain categories can be discussed in a private meeting. These types of issues are discussed at a closed session of Council which normally takes place directly preceding the RCM or COW and are called when necessary by the Mayor.

There should be no decisions made in a closed session of council except for decisions related to procedural matters, directions to a staff member of the municipality or directions to a solicitor for the municipality.

The categories under which issues can be discussed at a closed session are:

- Confidential information protected by law
- Personal information
- Information that could cause financial loss or gain
- Land transfers
- Information that could violate the confidentiality of information obtained from other governments
- Legal opinions, privileged information or advice provided to the municipality by a solicitor
- Litigation or potential litigation affecting the municipality or any of its agencies
- Access to or security of particular buildings, other structures or systems, including computer or communication system

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- Information gathered by police
- Labour and employment matters

There may be a requirement to hold a Special Council Meeting in order to deal with a particular item as motions can be made at this type of meeting. For example, if a tender needs to be awarded by a specific deadline or a resolution needs to be adopted before the regularly scheduled meeting.

The Procedural By-Law states the manner in which a Special Council Meeting can be called.

Public Hearings/Presentations are meetings which pertain to a proposed amendment to the Municipal Development Plan By-Law and/or the Zoning By-Law. These meetings are requested and overseen by the staff of the Greater Moncton District Planning Commission. Elected officials should make every effort to attend these sessions in order to make informed decisions when voting on the proposed amendment. The purpose of Public Hearings/Presentations are to listen to the concerns of citizens and take them into consideration when making a decision.

Tri-Community Council meetings are hosted by the three communities on a rotating basis and occur three times every year. Agenda items include subjects which are of mutual interest to all the communities and all Council is encouraged to attend.

### Conduct at Meetings

The mayor or designated chair must ensure the efficient conduct of the business before Council. He or she must remain objective and impartial, acting strictly as an umpire of the proceedings. The mayor regulates the conduct of the meeting and ensures that differing opinions are heard.

The Town of Riverview's Council Chambers is equipped with a cueing system to assist with the tracking of voting and the order of speakers. When a Councillor or staff member wishes to speak they indicate so by placing their name in the cue and the Mayor will call on them in an orderly fashion. The cueing system is also used to move and second motions.

The rules respecting conduct at meetings can be found in the Procedural By-Law and include such things as:

- Acting with decorum and respecting fellow councillors
- The use of offensive language
- Disobeying the decisions of the chairman or council

The dress code for public meetings of Council is business casual.

### Agenda

The meeting's agenda is simply a list of items for consideration during the meeting. The agenda contributes to effective meetings as Councillors consider matters in an orderly and expedient manner. The agenda for the Regular Meeting of Council is defined in the Procedural By-Law whereas the Committee of the Whole agenda is less formal and includes such things as staff reports and correspondence.

Any addition or change to the agenda can only be approved with a unanimous vote of Council.

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## Motions of Council

The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue.

It is important to remember that motions can only be ratified at Regular Council Meetings. Any motion put forward at a Committee of the Whole meeting can only be “Motions to Recommend” to the Regular Council Meeting.

The following table lists some common procedural motions, their order of precedence and whether it needs a seconder, is debateable, can be amended and whether it needs a vote. A motion can be introduced only if it is higher on the chart than the pending motion.

Purpose:	You Say:	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
Close Meeting	I move to adjourn	Yes	No	No	Majority
Lay Aside Temporarily	I move to lay the question on the table	Yes	No	No	Majority
Postpone to a Future Meeting	I move to postpone the motion to...	Yes	Yes	Yes	Majority
Modify wording of a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Bring forth a motion	I move that...	Yes	Yes	Yes	Majority

There are many more motions and rules for various motions and more information can be found in Section 4.7 of the Local Government Resource Manual or in Roberts Rules of Order.

## Reading of By-Laws

No by-law or amendment of a by-law is valid unless it follows a legislated process defined in Section 12 of the Municipalities Act. A Regular or Special Meeting is the only forum in which by-laws can be introduced and read. The by-law must be read two times by title and once in its entirety prior to it being adopted by Council.

The Municipalities Act does allow, however, for reading the by-law by section numbers or titles only, if no Council member objects and the by-law is posted on the Town’s website for a period of 14 days. The Town of Riverview has adopted this practice.

## Conflict of Interest

Section 90.2 of the Municipalities Act details what constitutes a conflict of interest. At the start of every meeting members of Council and senior appointed officers should examine the agenda to ensure they do not take part in discussions or vote on matter in which they may be in a conflict of interest. There is a section of the agenda that gives Councillors the opportunity to state their conflict and when that item is being discussed the Councillor excuses him/herself from the meeting.

As a precautionary measure, if you are unsure if there is a conflict, it is advisable to excuse yourself from the meeting.

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Before being sworn in you will be asked to sign a Disclosure of Interest as per Section 90.4 of the Municipalities Act.

### Professional Development

Council is afforded various opportunities for professional development throughout their four year term. Two of the main conferences attended by Council are the Federation of Canadian Municipalities (FCM) Conference and the Union of Municipalities New Brunswick (UMNB) Conference.

The policy concerning attendance at these two events can be found in the “Policies” folder on your SurfacePro.

### Council Benefits

By-law 100-15-07 dictates the regulations concerning the salaries of Council. As of May 24, 2016 the salaries of Council are as follows:

Mayor	\$30,670
Councillors	\$13,052

The Deputy Mayor receives an additional \$2,000 per year.

Council’s salary increases annually on the fourth Monday in May of each year based on the Consumer Price Index. The annual salary is classified as being two-thirds taxable salary and one-third non-taxable expense allowance.

Council are also reimbursed for any travel expenses incurred while completing their duties outside the Greater Moncton Area. In addition, Council may participate in the group medical and dental coverage of the Town of Riverview by paying 100% of the entire premium.

Every four years the Mayor appoints a Council Compensation Committee in the year immediately preceding a general election. This committee reviews Council’s remuneration and benefits and makes recommendations that come into effect with the swearing in of a new Council.

## 7 - Committees & Boards

Following is a list of committees and boards that Council has representation on, either through a Councillor or a citizen appointment.

- Ad Hoc Business Advisory Committee
- Ad Hoc Sustainability Committee
- Capitol Theatre
- Codiac Transpo
- Codiac RCMP - Codiac Regional Policing Authority
- Community Wellness Centre
- Emergency Measures
- Greater Moncton Pest Control
- Multi-Cultural Association of Greater Moncton Area
- Pension & Benefits Committee

- Performance Review
- Riverview Armed Forces & Veterans Association
- Riverview Arts Centre
- Riverview Boys & Girls Club
- Santa Claus Parade Committee
- Tri-Community Liaison
- Tri-Community Volunteer Policing Board
- Seniors' Roundtable
- Westmorland/Albert Solid Waste Commission

## 8 - Town Departments & Offices

### Chief Administrative Officer

#### Overview

As the only employee of Council, the Chief Administrative Officer (CAO) is responsible for the overall administrative planning, coordination, and control of the activities and business affairs of the Town. The CAO leads, directs, and coordinate the Town's operational departments. Through the leadership of the CAO the Town's operational departments will execute on annual operational plans and manage the Town's operational, capital and utility budgets in line with the policies and objectives established and approved by Council. The CAO is the primary staff liaison with Council and is accountable for ensuring that decisions of Council are implemented by the organization. The CAO is responsible for the effective and efficient delivery of all services in compliance with all applicable bylaws, policies, statutory requirements and collective agreements. The CAO also is accountable for establishing performance expectations for management staff and creating a positive working culture for employees.

#### Performance Objectives for 2016

The CAO reports to Council on a monthly basis on the progress made against the performance objectives that have been established and approved by Council.

- 1) By the end of 2016, create a more coordinated methodology and process to start regularly measuring and reporting on the operational performance of the Town.

#### Action/Measures:

- Define key operational activities and processes to measure.
  - Outline a performance management measure process (methodology - PM scorecard)
  - Report to Council on specific performance metrics
  - Align metrics to current strategic plan initiatives
  - Report on strategic plan status.
- 2) Coordinate and facilitate a review and update of the Town's strategic plan, include an update of the Town's long term capital budget plans.

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### **Action/Measures:**

- Direction from Council on defined capital and operational priorities
  - Increase middle management engagement and support for the plan.
  - Updated Strategic Plan by the end of fiscal year
- 3) Lead the organization in implementing a number of continuous improvement initiatives designed to strengthen, improve and modernize the Town's Operations

### **Actions/Measures:**

- Aquatics review
  - Facilities management
  - Planning Services evaluation
  - Records Management
  - Council Agenda Software
- 4) By the end of 2016, the organization will have executed on at least four types of initiatives that resulted in increased collaboration; sharing of information; coordination of efforts, etc. to improve the effectiveness of the Town's Operations and create a continuous improvement mindset in the organization.

### **Action/Measures:**

- Work at the Director level to increase the sharing of information, engagement of peers in larger initiatives (at the front end), etc.
- Share more information with middle management levels and engage them in plans/activities outside their department.
- Four defined initiative examples of that attempt to increase collaboration and increase engagement.

## Clerk's Department

### Overview

Section 74(2) of the Municipalities Act requires Council to appoint a clerk. The clerk is the secretary to Council and attends all meetings, records the minutes, maintains all records of Council, is the custodian of the corporate seal and, along with the Mayor, signs all agreements, contracts, deeds and other documents to which the Town is a party.

The Town of Riverview has appointed a Deputy Clerk as well and the duties of secretary to Council are shared between the two positions. The remaining two positions in the Clerk's department are the Executive Secretary and the Inspection & By-Law Enforcement Officer.



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## Records Management

The Clerk, along with the Executive Secretary, have the dual roles of Records Manager and Records Clerk. Records management is of fundamental importance to the efficient conduct of business within the town. The proper organization, storage and destruction of records will ensure the Town is compliant with various legal requirements and assist in preserving valuable information.

Many of the records within the town have not been properly organized and a detailed inventory is underway to review all recorded information within the organization. The recent purchase of a Records Management software system will ensure ongoing records will be properly stored and disposed of.

More information about Records Management can be found in the Local Government Resource Manual located in the “Council Orientation Supporting Documents” folder on the desktop of your SurfacePro.

## Agenda Management

The agenda items are approved by the Mayor and CAO and the document is compiled and distributed by the Deputy Clerk. It is electronically distributed in advance of the meeting (generally the Thursday before the meeting) and the deadline for agenda submissions is the Wednesday prior to the meeting. Submissions must include all supporting documentation. If a Councillor wishes to include an item for consideration on the agenda, they must advise the Deputy Clerk and provide the supporting documentation for Council to review.

Staff is currently in the process of implementing a new Agenda Management software which will provide for more efficient preparation, approval and distribution of Council agendas.

## Scheduling of Events

The Deputy Clerk manages the event calendar for both the Mayor and Council. As the Mayor is often called upon to attend many events, conflicts often arise. The Deputy Mayor normally attends events when the Mayor cannot, but the remainder of Council is called upon as well to represent the Town when the Mayor and Deputy Mayor cannot.

The Deputy Clerk also takes care of conference registrations and any travel arrangements that are needed by Council.

## Community Investment

The Town of Riverview partners and invests in organizations and individuals that contribute to achieving our community goals. The Community Investment Policy provides eligible organizations and individuals with funding for grants, sponsorships and donations to help them achieve their goals. The policy also provides a process to review and allocate funding in a transparent and consistent manner that will maximize the impact for investment.

A copy of the policy is included in the “Council Orientation Supporting Documents” folder on the desktop of your SurfacePro.

## Enforcement

The Inspection & By-Law Enforcement Officer is responsible to administer and ensure compliance with various municipal by-laws and related provincial statutes. The Officer

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monitors and enforces terms and conditions associated with building permits and rezoning and also receives, records and investigates complaints concerning by-law infractions.

The Town has a contract with Commissionaires to take care of ticketing for parking infractions and is currently undergoing a Request for Proposals process to contract out work associated with Animal Control.

## Economic Development Department

### Overview

- Develop, implement and monitor economic development initiatives.
- Foster economic development opportunities.
- Work collaboratively with property developers, land owners, business owners, the Town's senior management team and other associated groups (3+, Chamber of Commerce etc.)
- Negotiation of agreements.
- Dissemination of information (statistical, demographics, etc.).
- Responsible for all aspects of the Town's communications activities (website, marketing, social media, media relations, etc.).
- Responsible for Tourism and related VIC management.
- Budget responsibilities.
- Leads the planning program for the Town - both strategically and the legislated municipal plan and associated requirements.
- Oversees cross-departmental sustainability initiatives.
- Identifies and applies to strategic funding opportunities.
- Oversee Chocolate River Station facility.
- Spearhead community economic development opportunities.

### Goals & Objectives

#### Sustainability

- Work with departments to develop work plans to begin implementation of sustainability plan
- Develop and host Sustaina-palooza 2 with partners
- Implement Blue/Green Waste collection in all Town facilities
- Implement the first "smart" subdivision in the Region w/ NB Power

#### Community Development and Engagement

- Begin the implementation across departments of consultation and engagement guidelines
- Identify and leverage community groups to implement projects that drive the Town's various strategies and plans
- Create a formal "business collective" structure that will meet regularly and advise the department and Council
- Continue to leverage online and social media channels to drive two-way communication with the community, businesses and citizens

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## Community and Lifestyle

- Launch “Smart” subdivision. The first of its kind in NB
- Linking community events and festivals with the commercial sector and illustrating the mutual benefit
- Connecting the sustainability plan to peoples everyday lives

## Business and Economic Development

- Develop a new Community Economic Development strategy
- Develop experiential tourism opportunities that will position the Town well for Fundy trail extension
- Continue to try to attract accommodation sector
- Work with service industry to support the Town’s messaging
- Work with developers to fill available commercial lands
- Implement land acquisition strategy for Mill Creek

## Infrastructure

- Work with developers to push the NB Power “smart grid” infrastructure
- Bring the F6 “dark” fibre network to Riverview and leverage its access as a unique selling proposition for the Town.

## Engineering & Public Works Department

### Overview

The Department looks after the planning of infrastructure; storm sewer system, sanitary sewer system, street network, and water distribution system. The work done by this department is essential to the residents’ public health, safety and wellness.

The department is divided in two divisions, Engineering and Public Works, and is made up of the following positions:

- Department Director
- 2 Municipal Engineers
- Superintendent of Public Works
- Water Control Technologist
- 3 Engineering Technologists
- 4 Foremen
- 13 Equipment Operators
- 2 Mechanics
- 2 Administration clerks
- Casual employees and summer students as required.

Together, the department is responsible for overseeing, managing, and maintaining:

- 126 kilometers of streets
- 42 kilometers of sidewalks
- 134 kilometers of water mains

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- 725 fire hydrants and 850 valves
- 100 kilometers of sanitary sewers and 1400 manholes
- 81 kilometers of storm sewers and 1450 manholes
- 6300 service laterals
- 1 water pumping station and 2 above ground water storage tanks
- 1 sewer pumping station
- 9 sets of traffic signals
- 107 marked crosswalks
- 15 user activated cross walk beacons
- 2300 street lights

### Engineering

#### **1. Long Term Planning of needed infrastructure to support the Town.**

- ✓ Water pressure zones
- ✓ Sewerage servicing
- ✓ Storm water detention facilities
- ✓ Road network

#### **2. Planning, budgeting, design and construction administration of roadwork construction and general transportation and utility capital projects.**

- ✓ Staff works to plan, survey, design, project management, and administers contracts of general transportation and utility capital projects.
- ✓ Approves plans for utility expansions such as natural gas, u/g power, communication, etc...

#### **3. Responsible for maintaining traffic lights, crosswalks and street lights.**

- ✓ Staff is responsible to inspect all traffic lights, crosswalks and street lights on a monthly base to make sure everything is working properly and addresses any deficiencies promptly.
- ✓ Traffic signal review

#### **4. Review and approval of construction drawings, design briefs of new subdivisions, and residential and commercial projects.**

- ✓ Developed procedures and enforces practices that protects the residents.
- ✓ Oversee the approval process of new subdivisions
- ✓ Review and approve construction drawings.
- ✓ Develop, review, and approve subdivision development agreements.
- ✓ Review and approve drainage plans for all projects and development in the Town.

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- ✓ Ensure the development of new streets conforms to the Standard Municipal Specifications and the Town's Subdivision Development Procedure Standards and guidelines.
- ✓ Ensure that all developments conforms to the Storm Design Criteria and the concept of climate change.
- ✓ Administration of the applications for services (BP2)

### **5. Review and approval of 3 step building permits.**

- ✓ Subdivision developers are required to send the 3 step building permit to the Engineering Department for approval.

### **6. Management of the Town's operating contracts.**

- ✓ Implementing and updating the pavement management program
- ✓ Management and inspection of the street asphalt resurfacing, asphalt patching, crack sealing, and slurry seal contracts.
- ✓ Oversees the line painting contract
- ✓ Garbage collection

### **7. Inspection of new water and sewer services.**

- ✓ Staff is responsible to inspect all new water and sewer services laterals.
- ✓ Conduct CCTV video of laterals to provide support for residents with previous flooding concerns.

### **8. Video inspection (CCTV) of existing main line sewers.**

- ✓ Staff is responsible to evaluate the condition and proper function of existing sewers.

### **9. Determine locations of infrastructures within street ROW.**

- ✓ Staff is responsible to approve the location of streets trees within the ROW
- ✓ Locate underground infrastructure as requested
- ✓ Maintains information on all Town linear assets on As-Built drawing
- ✓ Municipal mapping and street kilometrage review
- ✓ Assign street civic addresses in accordance with NB911 guidelines

### **10. Acts as the Town's Transportation Authority.**

- ✓ Provides recommendation to Council on transportation issues
- ✓ Administer the Traffic By-Law
- ✓ Collects and interpret traffic count data

### **11. Water & Sewer Utility.**

- ✓ Tracks watermain breaks

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- ✓ Promote the backflow prevention program
- ✓ Enforces the provisions of the Water & Sewer By-Law
- ✓ Supply, maintain and read all commercial, institutional, and industrial water meters.
- ✓ Planning and sizing of residential and commercial lateral services.

### Public Works

#### 1. Winter Street Maintenance.

- ✓ Snow removal and ice control for streets and sidewalks; push back snow at intersections for sight visibility, remove snow along the commercial area, clear snow around fire hydrants, and thaw-out frozen services, culverts, fire hydrants.

#### 2. Summer Street Maintenance.

- ✓ Driveway culverts maintenance & replacement
- ✓ Ditching and street shoulder maintenance (where streets do not have curb/gutter and storm sewer)
- ✓ Street & sidewalk sweeping and cleaning
- ✓ Vegetation control along roads and sidewalks
- ✓ Street pothole patching, pavement repairs
- ✓ Curb & gutter and sidewalk repairs
- ✓ Installation and maintenance of all road signs, street name signs, traffic control signs

#### 3. Maintenance of municipal vehicles and heavy equipment.

- ✓ Two mechanics are responsible for making regular maintenance on the municipal vehicles and heavy equipment.

#### 4. Installation and maintenance of traffic signs within the street ROW.

- ✓ Public Works is responsible to have all traffic signs at the proper location and in good condition for the residents.

#### 5. Repairs and maintenance to existing water and sanitary sewer systems.

- ✓ Responsible to repair all existing water and sewer systems on town property.
- ✓ Installation of new services

#### 6. Water quality control & Management of the water distribution system.

- ✓ Operate and maintain the public water system as per the Certificate of Approval to Operate the Municipal Water System Class III.
- ✓ Oversee the unidirectional annual watermain flushing program
- ✓ Report to Public health and repair all water breaks to the system
- ✓ Provide excavation information using the excavation report

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- ✓ Maintain 2 water reservoirs, booster station, chlorinators, and scada system
- ✓ Supervision of water meter program, water meter readings, meter replacement, RF replacement, respond to inquiries on irregular readings, i.e. water loss
- ✓ Respond to inquiries on irregular readings, i.e. water loss

### 7. Maintenance of wastewater collection system.

- ✓ Operate and maintain the Town's wastewater collection system as per the Certificate of Approval to Operate the Municipal Wastewater Collection System Class III.
- ✓ Sewerage pumping stations,
- ✓ Administers the sewer blockage policy

## Finance Department

### Overview

Raising revenue and allocating funds are part of the political process of municipal government. Like any government, business, or organization, municipalities need revenue to operate, and the services provided are directly related to the revenues raised. In order to keep within budget, council must track expenditures and make choices about priorities.

Councillors are engaged in financial planning and management but the average councillor is not expected to have accountant or auditor skills. Each councillor should be able to understand the budget process and financial statements in order to monitor the town's financial position. As the trustees of town funds, council members are responsible to citizens to ensure money is spent prudently and efficiently.

The Finance Department provides for the control, management and administration of the financial accounting and data processing functions of the Town of Riverview in the areas of planning, budgeting, accounting, water and sewer revenue, payroll and purchasing. The department assists in keeping Council fully informed about all aspects of the town's finances and enables them to make sound financial judgements.

### Operating and Capital Budgets

The budget process involves two different types of budget: an Operating Budget which is used to outline the town's estimated revenues and expenditures for a one-year period; and the Capital Budget which refers to expenditures on equipment, buildings, and projects (such as road paving or water and sewer installations) which are expected to last more than one year and the general practice is to pay for capital projects and equipment over a period of years.

Department Directors begin preparations for their departmental budgets in September of each year. These draft budgets are discussed and finalized for presentation to Council at a Committee of the Whole meeting in November.

The development of the 2016 Budget was one of the more challenging budget years for the Town of Riverview, due to the fact the Town's assessment base was only expected to increase by 1.0% in 2016.

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There was a number of tough choices in the budget and a limited growth to the Town's general operating budget compared to previous years. The benefits of slower growth provided an opportunity to focus on the services the Town offers and the dollars invested in those services.

Highlights of the proposed budget before Council included:

The property tax rate remaining at 1.5626 per \$100 of assessment.

- A projected decline of \$169,000 in the unconditional grant.
- An increase to the RCMP budget of 8.8%, close to \$300,000.
- An increase to the Town's property tax bills of \$117,000, mainly associated with the impact of the new Operations Centre.
- An increase in snow removal costs; street lighting costs; and vehicle repair budgets in the Engineering and Public Works of \$170,000 offset by decreases in the Street Patching budget.
- A balloon debt payment of over \$1.2 million offset by a decline in the Capital from Operating budget as was planned as part of the Town's five year capital budget.

## Fire and Rescue

### History

Prior to 1961 fire protection for the Town of Riverview was provided by the Moncton Fire Department. They were able to provide limited services on a fee per call basis. The challenges facing the Moncton Fire Department included extended travel distance for emergency calls, the use of the often congested Gunningsville Bridge and lack of fire hydrants. In 1960 it was decided by the Parish of Coverdale that they needed their own fire department on this side of the river. This department was built on the corner of Cleveland and Coverdale Road and became operational in 1961. In 1973 the department changed its name to the Town of Riverview Fire Department due to the amalgamation of the Villages of Bridgedale, Gunningsville, and Riverview Heights and the Town of Coverdale.

### Type of Department

Riverview Fire and Rescue is a Composite Fire Department with emergency service personnel comprising less than 85 percent majority of either volunteer or career membership. The Department provides rescue, fire suppression, emergency medical services, and related activities to the public. Our department consists of three Chief Officers, 16 career Fire Fighters, 28 volunteer Fire Fighters and one Administrative Assistant. The internal functions of the department is broken up into three sections. Operations, Training and Fire Prevention and Education.

## Fire Department Operations

### 1) Response Protocols

Riverview Fire and Rescue typically has 900-1000 medical and emergency calls a year. We work with three/four staff members on duty 24 hours a day. We also use a paging system for all fire and emergency calls (car accidents, carbon monoxide alarms, etc...). When the pager is activated, all available fire fighters report to the station to man additional vehicles and to provide on scene emergency support to the duty crew.



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When there is a medical call, two fire fighters respond to the scene and two fire fighters remain at the station to provide personnel for a second medical or to respond to any other emergency calls. When we are working with a three man shift, an off-duty career fire fighter comes in to ensure there are two fire fighters available in the station.

There is a Chief Fire Officer (Chief or Deputy) on duty 24 hours per day. Their role is to respond to critical Fire and Emergency Incidents. Upon arrival to these calls they will assume the role of the Incident Commander. They do not respond to medical calls, but will also investigate any after hour complaints received from our residents.

### 2) Emergency Response Capabilities

Riverview Fire and Rescue is a very versatile Fire Department. We do not just respond to fire and medical calls. We provide numerous other emergency response services such as:

1. **Water Rescue (three types):**
  - a. Shore base rescue
  - b. Boat rescue
  - c. Swift water Rescue
2. **Hazmat:**
  - a. Fire Fighters are trained to the Operations level.
3. **Off-Road Rescue:**
  - a. We have an off-road rescue vehicle. This vehicle can be used to locate and transport injured people in the woods.
4. **Wildland Fire Fighting (fires involving brush, grass or forested areas) :**
  - a. We are responsible the command and control of any wildland fire situations within town limits.
  - b. We also respond to wildland fires in our LSD region. Overall command of these fires are handed over to the Department of Natural Resources once they arrive on scene.
5. **Confined Space Rescue:**
  - a. We have a Technical Rescue Response Trailer that holds sufficient gear for Confined Space Rescue operations.
  - b. All fire fighters are trained to the Operations Level.
  - c. We have approximately 10 fire fighters trained to the Technician Level.
6. **Vehicle Accident Response:**
  - a. We currently have a fully equipped Rescue Truck to deal with vehicle accidents and passenger extrication.
7. **Ice Rescue:**
  - a. All career staff are trained in Ice Rescue Operational level every three years.

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## Fire Prevention and Education

Riverview Fire and Rescue has one Deputy dedicated to implementation and enforcement of our Fire Prevention and Education Program.

### 1. Fire Inspection:

Fire inspections are conducted on businesses and multi-residential buildings located in the Town of Riverview by our Deputy Chief of Fire Prevention.

Priority of inspections are as follows:

- a. Investigation of Fire Safety related complaints.
- b. Provincially licenced businesses (Annual Inspections):
  - i. Day Care Facilities
  - ii. Senior Homes & Special Care Homes
  - iii. Liquor Licence Facilities
- c. Residential Buildings (Annual Inspections):
- d. Commercial Facilities (In accordance to the Provincial Fire Marshal Guidelines)
- e. We do not do Fire Inspections in the Local service District unless we receive a special request from the Provincial Fire Marshal Office.

### 2. Fire Education Programs:

The fire education program delivers fire and life safety messages through a combination of social media and direct presentations. Based on the NFPA “Learn Not To Burn” program, fire safety presentations are delivered to daycares, grade 1, 3, and 4 students, and target groups such as seniors.

### 3. Code Enforcement:

All Chief Fire Officers have been designated as a Local Assistant Officer for the Provincial Fire Marshal Office. This grants them the authority to enforce the regulations in the National Fire Code, National Building Codes, Town By-Laws, etc.

### 4. Fire Investigation:

All Chief Officers have received Fire Investigation training. All investigations in the Town of Riverview are conducted by Riverview Fire and Rescue.

## Fire Department Training

Riverview Fire and Rescue has one Deputy dedicated to the fire, emergency and medical training program. He is responsible to ensure that all career and volunteer fire fighters receive both mandatory and specialized training needed to maintain operation efficiency.

The training includes but is not limited to:

1. In-house training by Riverview Fire and Rescue certified instructors
  - a. Annual basic fire skills training
  - b. Vehicle training
  - c. Confined space rescue training
2. Online Training
  - a. Bluecard Training (Strategic Incident Command Program)
  - b. Centerlearn - On-line paramedic recertification Training
3. Provided by Outside Contractor
  - a. Water rescue training (Hope to have our own instructors by spring 2017)
4. Provided by Mutual Aid Partnership

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- a. Bluecard Training level 2 - Practical Training (Provided by Dieppe Fire Department - No charge for instructors)
- b. Basic Forest Fire Training (Provided by Dieppe Fire Department - No charge for instructors)

### Community Support

We recognize that we receive a great deal of support from the Town Council and the citizens of the Town of Riverview. We feel that it is our responsibility to give back to the community as well.

Two of the major events that we support are:

**Veterans Dinner:** We have been hosting the Veterans Dinner at the Coverdale Recreation Center for over thirty years. For the last three years we have been fortunate to get the assistance and support from the Riverview Lion's Club for this dinner.

**Boot Drive:** Every Easter weekend career and volunteer fire fighters collect money at the doors of local business for the cure of Muscular Dystrophy and the support of other various charity. We normally collect over \$10,000 per year.

### Human Resources Department

#### Overview

Human Resources is a strategic partner and achieves a balance between the goals and objectives of management and the job satisfaction and well-being of employees. Human Resources fosters positive working relationships through the fair implementation of Town policies and respect for the collective agreements.

Human Resources plays a large role in establishing and maintaining good employee relations not only with the two bargaining units, C.U.P.E. Local 2163 representing both inside and outside workers, and the IAFF Local 2549 which represents career firefighters/paramedics; but also with the non-bargaining group.

The department also plays a lead role in developing and implementing the Town's Health and Safety Program - a comprehensive program ensuring the Town's internal practices meet legislative requirements and promote a safe work environment.

Human Resources serves the Town of Riverview with the objective to develop and implement HR strategies that will attract, develop and retain a diverse, engaged, productive, and talented workforce.

### Parks & Recreation Department

#### Purpose

The Parks Recreation & Community Relations Department provides meaningful, innovative, accessible, and sustainable recreation and leisure opportunities for the enjoyment of visitors and residents of Riverview, assisting in building community spirit and individual wellbeing. Directly, this is accomplished through effective management of parks, playgrounds, facilities, open spaces, direct program delivery and community development initiatives. Indirectly, the

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department provides assistance to community groups and organizations through leadership development, partnerships, community consultation and resource coordination.

### Overview

The Riverview Parks & Recreation Department understands that quality of life is vital to the residents of Riverview. The numerous recreation facilities, programs, community wide special events, and services contribute directly to the health and wellbeing of the entire community. The department is as diverse as the community it serves. This diversity brings depth and resourcefulness to a variety of roles within the department, which when combined with teamwork, innovativeness and creativity, assists in providing Riverview residents with a community of which they can be proud.

As in so many other aspects of life, the key to a successful recreation department is having the ability to strike a balance; young & old, tradition & innovation, the needs of one versus the needs of the many. Keeping that in mind, staff continually strive to honor the past, while embracing future challenges; serving an entire community while maintaining meaningful connections with individual participants. Together, we will achieve a more **“Active Riverview”**.

Riverview is blessed with a variety of recreation activities, sports, community events and natural landscapes that draw people from all over the tri-community area. Our website and social media presence is important, as it offers Riverview residents visitors information related to these opportunities within the community encouraging participation in events and programs, while providing an opportunity for them to give input into future planning.

### Goals and Objectives

1. Submit and operate within allocated operating and capital budgets as provided by Town Council.
2. Evaluate existing facilities and equipment operated by the Department of Parks and Recreation for upgrading and replacement, and plan for future needs including additional personnel and staff training.
3. Through effective Parks and Open Space management, continually maintain, upgrade and beautify existing lands and plan for future development as the Town of Riverview expands.
4. Keep up to date on the latest trends in Community Development/Services.
5. Offer a comprehensive array of recreational programs, services and special events through needs assessment and evaluation of existing programs, services and events.
6. Work closely with community groups, organizations and business within Riverview and the tri-community, with the view of developing constructive partnerships.
7. Through community and special events, develop and foster pride and community spirit throughout the Town of Riverview.
8. Through digital, visual and audio media; including websites; social media and print material; keep citizens aware of the services the department provides.

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9. Provide opportunities for ongoing professional development of all staff.
10. Operate within the policies and procedures as determined by Town Council.
11. Provide opportunities, information and support to Riverview residents in keeping with the goals of the “Framework for Recreation for Canada 2015”
12. Wherever possible, enter into processes that encourage and formally integrate the practises of community engagement and public consultation.

### Facility Management

Similar to the programming and community services functions of this department, maintenance and upgrading of the Town’s recreation infrastructure and facilities plays a major role within the department. With the tremendous and growing use of all of these facilities, constant maintenance is a necessity for safe operations.

The Parks & Recreation Department administers the scheduling of all athletic and recreational facilities operated by the Town.

**Facility:**     **Byron Dobson Arena**

2 Ice Surfaces open from September until May  
Canteen  
2 meeting rooms

**Coverdale Centre**

Large community hall for rental  
Commercial Kitchen  
Bar  
Small meeting room  
Houses: Boys & Girls Club, Veterans, Albert County Food Bank, & Sea Cadets

**Pat Crossman Memorial Aquatic Centre**

25 Meter, 6 Lane Pool  
Changing facilities  
Small Meeting Room

**Riverview Skatepark**

Youth Centre  
Large indoor skatepark  
Canteen  
Community Room  
Skateboard Shop  
Houses: Kinsmen Club

**Riverview Community Hall**

Large hall for rentals  
Houses: Albert County Hunters Assoc., Reaching for Rainbows Childcare Centre

**Administrative Building**

Multipurpose Fitness Studio  
Small meeting room  
Departmental Offices

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### **Outdoor Amenities**

Lion Ken Gabbey Outdoor Pool (Lions Community Park)

Riverview Splash Pad (Coverdale Centre)

Isaac's Run Dog Park (Biggs Drive)

Riverview Tennis Club ( 6 Clay courts)

3 Multi-use Recreation/Sport Courts (basketball, tennis, street hockey, pickle ball)

4 Hard surface tennis courts

Lawn Bowling Green

Green Gym

### **Parks and Open Spaces**

Riverview has a network of parks and open spaces located throughout the municipality. The variety of these open spaces lead to a sense of uniqueness to each neighborhood in which they are situated and they are often a neighborhood's focal points. Riverfront Park enriches the active transportation trail system and Winter Wonder Park and Mill Creek Nature Park provide a winter respite. Caseley Park is centrally located in the heart of Riverview. It is home to many signature summer and fall events and festivals, including Wednesday Evening Concert Series, outdoor movies, and Harvest Festival activities. There are ongoing activities toward improving these existing and designated open spaces and parklands.

As additional areas are developed within Riverview, the Parks & Recreation Department continues to incorporate and connect these spaces creating a linear park and open space system that reaches into neighborhoods.

Additionally, beautification involving tree and flower planting enhances the beauty of the town. The aesthetics of the municipality plays an important role in the positive attitude of the residents. Entrances to the town are a priority; in particular, the Causeway and the Gunningsville Bridge/Boulevard areas. As they are the main entrances to into Town from the other side of the Petitcodiac, they are the first impression many people receive of Riverview. Over the years the park maintenance program has grown significantly. Council has seen fit to purchase new, reliable equipment to keep up with the heavy demand of maintaining and improving already developed parks and open space.

### **Parks**

18 various sized neighbourhood playgrounds

5 parks (Mill Creek, Winter Wonderland, Lions Community Park, Caseley Park and Riverfront Park)

### **Fields**

3 Town owned soccer fields

2 Town managed (school board owned) soccer fields

6 Town owned baseball fields

1 Town managed (school board owned) baseball field

### **Trails**

15 km walking trails (includes Gunningsville, Pinewood, Findley and Riverfront)

3 km snowshoe trail in Mill Creek Nature Park

15 km cross country ski trail in Mill Creek Nature Park

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### **Bicycle Trails**

20 km reserved lanes

16 km shared lanes

### **Community Garden**

24 raised bed (includes 3 wheelchair accessible)

34 in-ground plots

Community Plots

Fruit trees and bushes

## Seasonal Student Employment

The department offers seasonal employment opportunities for students during the summer, and part-time employment during the school year. These are positions of responsibility where leadership skills, teamwork and a sense of belonging and ownership are developed.

40 Summer Programming Students

16 Summer Maintenance Students

34 Year Round Aquatic Students

12 Off-Season Programming Students

## School District 2

The department has a long-standing reciprocal agreement with School District 2, who is responsible for the payment of the electricity for the Aquatic Centre. They provide access to several gymnasiums for use by the department for programming and community access, and they provide access to selected athletic fields with the Town providing seasonal maintenance for their use.

## Programs

The department offers a variety of programs and events to engage residents of all ages. Staff also work with tri-community partners on various issues, i.e. Active transportation, culture, Canada Day, etc.

### **Children & Youth**

- Year-round outdoor education programming to provide pre-school children with the opportunity to develop social skills, risk assessment skills, connect with nature and develop gross/acute motor skills.
- Summer drop-in playground programming for ages 6-12 with planned activities including arts & crafts, passive/active games and special events.
- Various summer camp opportunities for children ages 6-12, including a swim / sports camp, with swimming lessons included, and a specialty camp focusing on Outdoor Adventure.
- Summer Discovery Leaders hired to work specifically with children with exceptionalities, aiding in their integration into our camp and playground programming.
- Dance programming offered for children ages 3-12 during the fall, winter and spring sessions.

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- Implement and administer the P.R.O. Kids program, allowing all Riverview children and youth access to recreational programs regardless of their financial situation.

### Youth

- Year- round opportunity to skateboard with staff supervision (Ages 11 and under and 12 and up).
- Instructional Skate Camps offered in summer, during Christmas, and March Break.
- Year-round opportunity to drop-in into our youth centre, go on trips or participate in special activities and events.
- Gamma Girls program at Riverview Middle School and Riverview East.
- Co-ed activities for teens throughout the summer.
- Junior Leadership Volunteer program for teens ages 13-15 years in summer.
- Gaming, home theatre, computer equipment and resources available for use.

### Adults

- Various adult fitness, wellness and recreational sport programs are offered year round.

### 60+ Adults

- Special programs for 60+ adults offered year round include card parties, mystery tours and special events.
- Additional weekly programming offered in the summer including Picnics and Patios and the Silver Cafe

### Intergenerational

- Offered year round, this program enables youth to assist adults 60+ to learn how to use computers, mobile devices, digital cameras, etc.
- Our new summer pickle ball program will pair children ages 6-12 with 60+ adults to learn how to play the sport.

### Aquatics

- Aquatic Instruction for all ages and abilities
- Recreational Swimming for all ages and abilities
- Lifeguarding to youth is provided as part of the school curriculum

### Skating

- Recreational skating (public, parent & tot, seniors, child, youth and adult skates).

## Community Events, Arts & Culture

Community events are an integral part of the Town. They promote a sense of community, engage citizens (and many others) and celebrate our unique identity, all the while fostering community spirit and pride. Events remain accessible and numerous partnerships with groups, organizations, businesses, etc. have been formed over the years and continue to grow.



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### Community Events by Season

Winter	Spring	Summer	Fall
Winter Carnival	Maple Sugar Festival	SUNFEST	Labour Day
Monthly Movies	Monthly Movies	Canada Day	Harvest Festival
Community Event Skate	Clean Up Day/Month	Concert Series	Monthly Movies
Holiday Hoopla Weekend	Volunteer Recognition	Block Parties	Remembrance Day Ceremonies
	Youth Appreciation	Bi-Weekly Movies	Mayor's Christmas Lighting
			2 Community Event Skates

### Departmental Event Planning also includes:

- Collaborating with other groups, organizations, and business as opportunities arise for Riverview to become involved in larger events, Push for Change, Scottish Festival, etc.
- Securing sponsorships at a variety of package levels
- Advertising and promoting events and activities

### Boards, Committee and Membership Involvement

Youth First

Community Garden

Creative Cities

Atlantic Presenters Association (Cultural)

Riverview High School Citizens Committee

Riverview Sports Hall of Fame Committee

Tri-Community Fireworks Committee

Friends of Mill Creek Advisory Committee

Riverview Planning Committee

Riverview Community Health Action Committee

New Brunswick High Five Committee

South East Wellness Network

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Member of Recreation NB

Member of Recreation Facilities Assoc. of NS

Member of Trans Canada Trails

Member of NB Trails

### Volunteer Associations

The following are run by community volunteer associations, with financial and in kind assistance from the Parks & Recreation budget:

Bridgedale Community Centre  
Riverview Tennis Club  
Manchester Lawn bowling green  
Fundy Hiking Trail Association

### Sustaining the Future

1. Continue ongoing initiatives at Mill Creek Nature Park including its physical development and activities related to the advancement of the goals of the Friends of Mill Creek.
2. Implementation of the Active Transportation Master Plan.
3. Playground redevelopment and renovations, with an emphasis upon emerging play philosophies (i.e. natural play spaces, etc.).
4. Continue with construction improvements at Winter Wonderland Park, including the connecting of the Dobson Trail system to the Trans Canada Trail via Gunningsville Blvd.
5. Implement the Lions Community Park Master Plan in partnership with the Riverview Lions Club and other community partners and levels of government.
6. Working through, and with, the Community Wellness Centre Advisory Committee, advancing the concepts as contained in the Wellness Centre Feasibility Study 2015.
7. Construct additional recreation infrastructure including an artificial turf Sport field and outdoor skate park. This in partnership with the various community groups and business.
8. Now that the Community Garden has been completed, although it continues to evolve, focus upon the formation and growth of the Riverview Community Garden Advisory Committee, with an emphasis upon its eventual ability to manage the facility independently and provide the community a variety of services including providing educational initiatives around food security.
9. Increase the emphasis upon developing partnerships with groups (i.e. youth, seniors), organizations (i.e. Lions, civic, etc.), and other municipalities (i.e. tri-community, smaller towns throughout the province, etc.), individuals and business.

10. Increase the focus upon public consultation in a variety of forms dependent upon the initiative requiring consultation.
11. Strive to reach the goals as set out in the town's Strategic Plan, Sustainability Plan and the Framework for Recreation for Canada 2015.

## 9 - Resource Materials

The following resource materials can be found within the Orientation Folder on your Surface Pro or through the internet if a link is provided.

### Acts

- [NB Municipalities Act](#)
- [Community Planning Act](#)
- [Personal Information Protection and Electronic Documents Act](#) (PIPEDA)
- [Right to Information and Protection of Privacy Act](#) (RTIPPA)
- [Emergency Measures Act](#)
- [Fire Prevention Act](#)
- [Municipal Elections Act](#)
- [New Brunswick Municipal Finance Corporation Act](#)
- [Provincial Offenses Procedure Act](#)
- [Procurement Act](#)
- [Unsightly Premises Act](#)
- [Workplace Health, Safety and Compensation Commission Workers' Compensation Appeals Tribunal Act](#)
- [Workers' Compensation Act](#)
- [Occupational Health and Safety Act](#)
- [Firefighters' Compensation Act](#)

### Admin

- Organizational Chart 2016
- Disclosure of Interest Statement

### Policies

- Human Resources Policy Manual
- Travel & Business Expenses Policy
- Protection of Personal Information and Privacy Policy
- Community Investment Policy
- Purchasing Policy
- Council Attendance at Conferences Policy
- Traffic Calming Policy
- Sewer Blockage Policy

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## By-Laws & Amendments

A complete list of all Town of Riverview by-laws can be found on our website at

<http://bit.ly/1rx9t2G>.

- Council Procedural By-Law
- Zoning By-Law
- Municipal Development Plan By-Law
- Council Salaries By-Law

## Financial Documents

- Annual Budget 2016
- Budget Summary 2016
- Multi-Year Capital Works Budget
- 2016 Budget Resolutions

## Manuals & Guides

- Health and Safety Program 2016
- Riverview Employee Performance Appraisal Guide
- [Local Government Resource Manual](#)
- Mill Creek Design & Maintenance Guidelines
- Pavement Management Program

## Plans & Studies

- [Integrated Community Sustainability Plan 2015](#)
- [Active Transportation Plan](#)
- Framework for Recreation in Canada
- [Strategic Plan](#)
- [Economic Development Strategy 2012](#)
- Lions Community Park Master Plan
- [Mill Creek Master Plan](#)
- [Wellness Centre Feasibility Study](#)

## Promotional Material

- Citizen's Survey
- The Millennial Dream Documentary
- Value for Services Publication