

**Town of Riverview**  
**CORPORATE SERVICES DEPARTMENT**  
**MONTHLY REPORT**



To: Mayor & Council

Prepared by: Annette Crummey, Director of Corporate Services

Date: June 27, 2022

Month & Year: May-June 2022

**By-law Enforcement**

<b>ANIMAL CONTROL ENFORCEMENT REPORT-MAY 2022</b>				
	<b>Current Month</b>	<b>Previous Month</b>	<b>Annual Total</b>	<b>Monthly Trend</b>
Animal Control Issues	10	9		↑1
Animal Control Licences	100	91		↑9

<b>BY-LAW CITATION SUMMARY-MAY 2022</b>	<b>Number Issued</b>	<b>Total Fines</b>
Overnight Winter Parking Ban	0	0
No Parking/No Stopping Zone	5	250
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	5	250
No Parking-Snow Removal Operations	0	0
<b>TOTALS</b>	<b>10</b>	<b>\$500</b>

<b>BY-LAW ENFORCEMENT REPORT-MAY 2022</b>		
	<b>Number of Files Currently Opened</b>	<b>Number of Files Closed this Period</b>
Animal Control	1	1
Commercial Vehicles – Parking	2	1
Dangerous or Unsightly Premises	16	6
Debris on Road	0	1
Dilapidated Structure	1	0
Encampment	1	2

BY-LAW ENFORCEMENT REPORT-MAY 2022		
	Number of Files Currently Opened	Number of Files Closed this Period
Flyer Distribution	0	1
Garbage Sorting	3	2
Illegal Dumping	0	1
Improper Water Usage	0	0
Maintenance and Occupancy	2	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	5	3
Off Road Vehicles	1	0
Parking Violations	2	1
Portable Signs	0	0
Rodent Sightings	13	3
Speeding	2	2
Sports on Streets	1	0
Streets-Traffic By-law	2	1
Tall Grass	0	0
Zoning	0	0
<b>TOTALS</b>	<b>52</b>	<b>25</b>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (highlighted are new updates)	
File Type	Update
Unsightly Premises – Dale Street	<b>Front deck cleaned to satisfactory level. File Closed</b> Messy yard and front deck Dale Street, ongoing issues, compliance letter sent.
Unsightly Premises - McDowell	<b>All garbage removed; one tenant moved out. File Closed</b> Continued enforcement required, 2 <sup>nd</sup> and Final Notices sent to all three units. Complaints of three properties in close vicinity, Compliance letters sent to all three, compliance obtained at one, second and final warning sent to the remaining two.
Encampment – Private property	<b>Reported encampment. Property owner contacted. Property owners attended location with RCMP, person notified to leave within 24 hrs, clean up contracted out to local company to remove debris. File Closed</b>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (highlighted are new updates)	
File Type	Update
Dangerous Premises – Hillsborough Road	<p><b>Contact made with property owner, he is planning on Demo, By-Law will continue with legal process in the event Owner does not comply. Anticipate Demo Before Fall of this year.</b></p> <p>Arranging date with building inspector. Expected to be demolished by owner in 2019  Proposed purchaser 2020  Anticipated action 2021, Compliance process initiated, letter sent to owner. No response from owner, continue demo process. Owner moved, not receiving letters. Planned internal inspection Dec with Fire and Building inspectors. Extensive amount of snow Dec/ Jan planned inspection asap. Discussed inspection to be completed with Inspector Pleau.</p>
Unightly Premises - Muncey Drive	<p><b>Another complaint received from other resident, challenging issues with this property, will continue to obtain compliance.</b></p> <p>Compliance letter sent under the Maintenance and Occupancy By-Law Complaint received 2021, complainant indicated cleanup was satisfactory following compliance letter sent to property owner, reopened in attempt to obtain further compliance.</p>
Excessive Noise – Canterbury Avenue	<p><b>RCMP have made an arrest, several charges filed. No longer By-Law issue. File Closed.</b></p> <p>Two new complaints, one April 29<sup>th</sup>, 2021 – RCMP and By-Law responded, <i>Criminal Charges pending</i>. No further formal complaints as of Oct 20<sup>th</sup>, 2021. New Noise Complaints received, forwarded to RCMP, Charges expected Nov 2021. Other Criminal charges filed. Due to “keep the peace and be of good behavior” requirements, RCMP have been dealing with issues at this property.</p>
Noise - Yale	<p><b>Heat pump creating excessive noise, compliance letter sent</b></p>
Unightly Premises – Hillsborough Road	<p><b>Extensive amount of debris to be removed, working with the property owner to obtain compliance in a reasonable amount of time, ongoing.</b></p> <p>Compliance letter sent; site inspection completed. Resident complained of messy yard</p>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (highlighted are new updates)	
File Type	Update
	located on Hillsborough Road, Compliance letter to be sent to property owner.
Traffic - Berkley/McAllister	<b>RCMP issue. File closed</b> Vehicles not stopping at stop sign, speeding
Traffic – Between RHS -Riverview Middle School	<b>Off Road Vehicle Enforcement / RCMP issue. File closed</b> Dirt bikes travelling between schools, over Findlay overpass.
Traffic – Dickey Blvd -Mud on road	<b>Construction zone with three apartment buildings, continuing to monitor.</b> Site supervisor continues have street cleaned, will continue to monitor. Complaints of mud on road caused by Construction company, discussed issue with site manager.
<b>Traffic - Berwick</b>	<b>Commercial vehicles parking evenings weekends</b>
<b>Traffic – Olive Street</b>	<b>Ongoing parking issues, patrols will be made. Discussion with complainant did not provide clear details.</b>
<b>Traffic – Intersection Lansdowne / Buckingham</b>	<b>Black truck parked 12 hrs a day close to crosswalk, creating blind spot when leaving driveway.</b>
Unsightly Premises – Sherwood Avenue	Unsightly Premises – <b>Anticipated Action 2022</b>
Unsightly Premises – Allan Steet	<b>Compliance site visit required</b> Debris beside house and derelict Truck, compliance letter sent.
<b>Unsightly Premises – Henderson</b>	<b>Unsightly Premises – Fire department and resident reported issue with residence. Will commence process following site inspection</b>
<b>Unsightly - Callowhill</b>	<b>Messy yard, grass, site inspection site required.</b>
<b>Unsightly - Callowhill</b>	<b>Couch in back yard, various items. Site inspection required</b>
<b>Unsightly - Berwick</b>	<b>Derelict vehicle, shelter without covering, just frame. Site inspection required</b>
<b>Unsightly – Other - Dayton Court</b>	<b>Two complaints received concerning various issues at this residence. RCMP have been requested to assist and have indicated they will.</b>
<b>Unsightly - Callowhill</b>	<b>Unkept yard, possibly vacant</b>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (highlighted are new updates)	
File Type	Update
Unsightly -Berkley	Several complaints of garbage on front deck, compliance letter to be sent, following site inspection.
Unsightly / Garbage – Hillsborough Road	Tenants moved out extensive amount of garbage present. Compliance letter sent, phone call to property owner after second site visit.

## Departmental Objectives Update

COMMUNICATIONS		
Objectives	Actions	Strategic Themes
<b>Build Riverview brand awareness</b>	<p><b>News releases:</b></p> <p>May 24 – <a href="#">Sewer Cleaning to Begin Wednesday in Riverview</a></p> <p>May 27 – <a href="#">Riverview Launches Four-Day Compressed Work Week</a></p> <p>June 13 – <a href="#">Riverview Fire &amp; Rescue Welcomes Facility Dog</a></p> <p>June 13 – <a href="#">2022 Line Painting Program</a></p> <p>June 14 – <a href="#">Council Highlights – June 13, 2022</a></p> <p>June 14 – <a href="#">Ward 4 Councillor Wayne Bennett Elected Deputy Mayor</a></p> <p>June 14 – <a href="#">Mi'kmaq Grand Council Flag to Be Permanently Displayed</a></p> <p>June 16 – <a href="#">Multi-use Trail Closure – Gunningsville Blvd</a></p> <p>June 17 – <a href="#">Riverview SUNFEST Returns June 25-July 1</a></p> <p>June 21 – <a href="#">Community Gathers to Support Mi'kmaq Grand Council Flag Raising At Riverview Town Hall</a></p> <p><b>Social Media Posts (by category):</b></p> <p>SUNFEST - 3</p> <p>Activities – 5</p> <p>Employment – 3</p> <p>Citizen Engagement – 10</p> <p>Public Service Announcements – 6</p> <p>Celebrating Diversity – 1</p> <p>Other - 2</p>	<ul style="list-style-type: none"> <li>• Service Excellence</li> <li>• Building a Sustainable Community</li> <li>• Thriving Community</li> <li>• Active &amp; Engaged Community</li> </ul>
<b>Internal Communication and Corporate Culture Strategy</b>	<ul style="list-style-type: none"> <li>• Awaiting review of Communications Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>
<b>Build Communication Tools that support</b>	<ul style="list-style-type: none"> <li>• Awaiting review of Communications Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Safe &amp; Inclusive Communication</li> <li>• Service Excellence</li> </ul>

<b><i>Diversity, Equity and Inclusion</i></b>		
<b><i>Service Excellence</i></b>	<ul style="list-style-type: none"> <li>Published Annual Report</li> <li>Media coverage of Fire &amp; Rescue (Facility Dog, New training facility) week of June 13-17</li> <li>Permanently displaying Mi'kmaq Grand Council flag inside Council Chambers and outside of Town Hall</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> <li>Active &amp; Engaged Community</li> <li>Safe &amp; Inclusive Community</li> </ul>
<b>FACILITIES MAINTENANCE</b>		
<b><i>Financial Management</i></b>	<ul style="list-style-type: none"> <li>Created a new dashboard in Microsoft Excel to gather data on expenses related to Annual Maintenance Contracts, Planned Maintenance and Unplanned Maintenance</li> <li>Updated the Facilities 10 year capital plan</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>
<b><i>Project Management</i></b>	<ul style="list-style-type: none"> <li>23 new General Maintenance cases have been opened on Access11 during the month of May</li> <li>Facilities Coordinator continues to attend bi-weekly meetings with the General Contractor for the construction of the new Lower Ice Rink</li> <li>Facilities Coordinator is project managing the Arena Upgrade project</li> </ul>	<ul style="list-style-type: none"> <li>Building a Sustainable Community</li> <li>Service Excellence</li> </ul>
<b><i>Asset Management</i></b>	<ul style="list-style-type: none"> <li>Gathered inventory of all security cameras and their respective location</li> <li>The regular scheduled Preventive Maintenance has been performed on the rolling working platform at the CRC</li> <li>The annual gas detectors inspection has been performed at the Operation Centre</li> </ul>	<ul style="list-style-type: none"> <li>Building a Sustainable Community</li> <li>Service Excellence</li> </ul>
<b><i>Energy Efficiency</i></b>		<ul style="list-style-type: none"> <li>Building a Sustainable Community</li> </ul>
<b>RECORDS MANAGEMENT &amp; PRIVACY</b>		
<b><i>Records Management</i></b>	<ul style="list-style-type: none"> <li>The basement inventory of Town Hall semi-active records has been completed.</li> <li>The Records Information Management (RIM) database on Town Hall records is ongoing.</li> <li>A presentation on how to use the MRA manual and DMS system for new employees is being finalized.</li> <li>The creation of records in SharePoint has begun to determine the applicability of retention labels.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>

<b><i>Request for Information &amp; Privacy</i></b>	<ul style="list-style-type: none"> <li>Two RTIPPA requests were received in May.</li> </ul>	<ul style="list-style-type: none"> <li>Safe and Inclusive Community</li> </ul>
<b><i>Staff Training</i></b>	<ul style="list-style-type: none"> <li>Provided follow-up assistance to departmental staff using the DMS system.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>
<b>CLERK'S OFFICE</b>		
<b><i>By the Numbers (Year to Date)</i></b>	<ul style="list-style-type: none"> <li>Tenders Awarded – 25</li> <li>Events attended by Mayor &amp; Council – 71</li> <li>Donation &amp; Sponsorship Grants Awarded – 12</li> <li>Annual Grants - 22</li> <li>Presentations to Council - 5</li> <li>Public Hearings/Presentations – 2</li> <li>Concerns Reported - 291 <ul style="list-style-type: none"> <li>By-law Enforcement – 89</li> <li>Parks and Recreation – 71</li> <li>Public Works – 124</li> <li>Zoning - 7</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>
<b><i>By-law Improvement Processes</i></b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Safe &amp; Inclusive Community</li> </ul>
<b><i>Improved Operational Processes</i></b>	<ul style="list-style-type: none"> <li>Completed and published Annual Report</li> <li>Reviewed final draft of Community Investment Policy and forwarded to agenda for Council's review.</li> <li>Researched and created procedure on voting of Deputy Mayor at a public meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Building a Sustainable Community</li> <li>Service Excellence</li> </ul>
<b><i>Service Excellence</i></b>	<ul style="list-style-type: none"> <li>Assisted in ceremony preparations for the permanent display of the Mi'kmaq Grand Council flag inside Council Chambers and outside of Town Hall.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> <li>Thriving Community</li> </ul>
<b><i>Employee Relations</i></b>	<ul style="list-style-type: none"> <li>Hired Ashly Barron as new Communications Manager</li> <li>Training with new Communications Manager</li> <li>June's Safety Talks were Safe Driving Policy, Inspection Procedure and Summer Safety</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>

#### PROFESSIONAL DEVELOPMENT & NOTABLE HIGHLIGHTS

- Director co-hosted and attended the 45<sup>th</sup> Annual AMANB AGM and Conference from June 14-17.
- Director was awarded her AMANB's Professional Certification Level 2.



### Report Approval Details

Document Title:	Corporate Services May-June 2022.docx
Attachments:	- Council Report - Animal Control.pdf
Final Approval Date:	Jun 22, 2022

This report and all of its attachments were approved and signed as outlined below:

**Colin Smith - Jun 22, 2022 - 5:10 PM**