

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council

Prepared by: Annette Crummey, Director/Town Clerk

Date: March 27, 2023

Month & Year: February/March 2023

Departmental Objectives Update

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	Once the Manager position has been filled, this section will include their identified objectives and updates. The current update includes actions taken by the Director since they moved into the role three weeks ago.	
Regional Activities	<p>Attended the Greater Moncton Economic Development Team meeting on March 9. Discussions were held regarding Local Governance Reform and the transitioning of 3+ to SERSC. An invitation to attend our next meeting will be forwarded to the SERSC's new General Manager of Economic Development so this group can receive an update.</p> <p>Other issues discussed at the meeting were:</p> <ul style="list-style-type: none"> • Review and update of work plan • Immigration Newcomer Guide and website – all parties are working together to move these two projects forward • Explore collaboration efforts to address housing issues • MOU and Terms of Reference for this Committee will be put on hold until more clarity on the priorities of SERSC is received. 	<ul style="list-style-type: none"> • Thriving Community
Local Activities	<ul style="list-style-type: none"> • Completed some preliminary investigation into having an economic strategy completed. • Met with Jupia Consulting to discuss the Commercial Market Threshold project and the steps they will take in completing the report. 	<ul style="list-style-type: none"> • Thriving Community • Service Excellence

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	<ul style="list-style-type: none"> The job posting for the Manager position was reposted as no suitable candidates were identified during the first round. The posting closed on March 24 and resumes will be reviewed shortly. 	
Immigration	The CAO and Director attended a presentation by Jupia Consultants regarding a profile of the immigrant and non-resident population in Greater Moncton. The data was compiled from information contained in the 2021 Census data and included breakdowns on each neighbourhood in the area.	<ul style="list-style-type: none"> Safe and Inclusive Community Thriving Community

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
By the Numbers (Year to Date)	<ul style="list-style-type: none"> Tenders Procurements Awarded – 7 Events attended by Mayor & Council – 36 Donation & Sponsorship Grants Awarded – 8 Annual Grants Awarded – 19 Presentations to Council – 7 Public Hearings/Presentations – 0 Concerns Reported – 60 <ul style="list-style-type: none"> By-law Enforcement – 12 Communications – 0 Fire – 0 Parks & Recreation – 17 Public Works – 28 Administration – 1 Zoning – 2 	<ul style="list-style-type: none"> Service Excellence
Records Information	<p>Two RTIPPA requests were received in March.</p> <p>Folder set up of records to be entered into the SharePoint repository has begun. The required retention schedules have been entered into one section, and further sections will be added shortly.</p> <p>Process has started to sort Town records in preparation for either destruction or transfer of records to the Records Center or Provincial Archives.</p>	<ul style="list-style-type: none"> Service Excellence
Improved Operational Processes	Work has begun on a new policy for Electronic Meetings and a new procedure for policy writing.	<ul style="list-style-type: none"> Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
Service Excellence	<p>The new eScribe "Voting" module has been installed and staff are completing training. Training for Council was scheduled for March but during staff training there were a couple of issues noted. These issues are in the process of being resolved and the new voting system should be in place for April.</p> <p>Five files were opened in Access E11 in the month of February. Two were resolved and closed and three are ongoing.</p>	<ul style="list-style-type: none"> • Service Excellence • Thriving Community
Employee Relations	<p>Recruitment for the position of Manager of Economic Development & Projects is still ongoing. Unfortunately, no suitable candidates were identified in the first round so the position was reposted. The closing date was March 24 and suitable candidates will be reviewed this week and interviews scheduled. The hope is to have someone hired by the first week in May.</p> <p>Recruitment for the position of Executive Administrative Assistant is ongoing. The deadline for applications was February 17, 2023, and interviews have taken place. A decision will be made shortly and we are hopeful we will have someone starting in that position by mid-April.</p> <p>The Safety Talk for March was Hearing Loss, First Aid and Emergency Transportation Procedure and Medical Emergency or Accident.</p>	<ul style="list-style-type: none"> • Service Excellence

By-law Enforcement

ANIMAL CONTROL ENFORCEMENT REPORT-FEBRUARY 2023				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	12	5	17	↑7
Animal Control Licences	122	168	290	↓46

BY-LAW CITATION SUMMARY-FEBRUARY 2023	Number Issued	Total Fines
Overnight Winter Parking Ban	59	\$2950
No Parking/No Stopping Zone	0	0
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	2	\$100
No Parking – Fire Lane	0	0

BY-LAW CITATION SUMMARY-FEBRUARY 2023	Number Issued	Total Fines
No Parking-Snow Removal Operations	8	\$400
Owner Failed to Remove Animal Feces	0	0
TOTALS	69	\$3450.00

BY-LAW ENFORCEMENT REPORT-FEBRUARY 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	2	0
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	10	5
Encampment	1	1
Flyer Distribution	0	0
Garbage Sorting	0	1
Illegal Dumping	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	0	1
Mobile Vendors & Pedlars	1	0
Noise Complaints	1	3
Off Road Vehicles	0	0
Parking Violations	0	1
Portable Signs	1	0
Rodent Sightings	0	3
Speeding	0	0
Sports on Streets	0	0
Streets-Traffic By-law	0	0
Tall Grass	0	0
Zoning	1	1
TOTALS	17	16

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
Unsightly Premises – Hillsborough Road	<ul style="list-style-type: none"> • Ongoing • Extensive amount of debris to be removed, working with the property owner to obtain compliance in a reasonable amount of time, ongoing. • Compliance letter sent; site inspection completed.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	<ul style="list-style-type: none"> Resident complained of messy yard located on Hillsborough Road, Compliance letter to be sent to property owner.
Unsightly Premises – Sherwood Avenue	Unsightly Premises – Anticipated Action 2023
Unsightly Premises – Henderson	<ul style="list-style-type: none"> Official documents received, demo process commenced. Ongoing In November it appeared the bank's property management company would be demolishing the property. However, notified in December that the bank would not be demolishing. Our own demolition procedure has been started. Expected Demolition in Fall 2022 Inspection completed; property secured. Process to Demolish commenced. Unsightly Premises – Fire department and resident reported issue with residence. Will commence process following site inspection.
Unsightly Premises – Ogden Drive	<ul style="list-style-type: none"> No new complaints – will continue to monitor. Ongoing Still awaiting response from SCAN. Vacant residence since June. Possible illegal activities happening. May request outside assistance from the SCAN Unit.
Unsightly Premises – Canterbury Avenue	<ul style="list-style-type: none"> Continuing to monitor. Ongoing. Concerns raised regarding the structural soundness; roof looks like requires work. Work on roof replacement and repairs planned with co-owner.
Unsightly Premises – Muncey Drive	<ul style="list-style-type: none"> Ongoing Complaint received 2021, complainant indicated cleanup was satisfactory following compliance letter sent to property owner, reopened in attempt to obtain further compliance. Compliance letter sent under the Maintenance and Occupancy By-Law.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	<ul style="list-style-type: none"> • Another complaint received from other resident, challenging issues with this property, will continue to obtain compliance. • No formal complaints received from residents, may request assistance from SCAN. • RCMP attended property in December.
Unsightly – Other - Dayton Court	<ul style="list-style-type: none"> • Continuing to monitor • No further complaints from resident to By-Law enforcement, RCMP apparently dealing with issues. • Continue to monitor. Two complaints received concerning various issues at this residence. RCMP have been requested to assist and have indicated they will.
Unsightly – Irving	<ul style="list-style-type: none"> • Ongoing. • Derelict vehicles in yard – compliance letter sent to property owner.
Unsightly Premises – Rivereast Drive	<ul style="list-style-type: none"> • Initial site inspection completed, demo paper work initiated, preparing to send to Land Registry Office. • Demolition process initiated; landowner willing to assist. • Health, safety, possible criminal activity

Section 3: Other Notable Development & Highlights for Council's Attention

- An Open House for the 2023 Local Improvements was held on Wednesday, February 15, 2023. There were approximately 10-12 residents in attendance.