

Town of Riverview

HR & COPORATE COMMUNICATION

DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: April 17, 2023

Month & Year: April 2023

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	1	<2022
Employee- Fulltime	103	103	=2022
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.01	1.05	<2022

Recruitment Metrics

Position	Department	Posted	Status
Summer Student Positions (Multiple)	Various Departments	December 2022	All student summer positions
Manager of Economic Development & Projects	Development & Legislative Services	February 1, 2023	Interviewing
Executive Administrative Assistant	Development & Legislative Services	February 6, 2023	Filled-S. McGraw
Communication Coordinator	HR & Corporate Communications	March 9, 2023	Interviewing
Casual Labourers (4)	Parks, Recreation & Community Relations	March 18, 2023	Interviewing
Equipment Operator	Engineering and Public Works	March 8, 2023	Interviewing
Utility Services 4-month Term	Parks, Recreation & Community Relations	April 14, 2023	Posted

Utility Worker III	Parks, Recreation & Community Relations	April 14, 2023	Posted
Accounting Clerk	Finance & IT	April 14, 2023	Posted

Social Engagement Metrics (past 30 days)

Platform	# of Posts	New Followers	Total Following	Post reach	Engagement Rate
Facebook	44	121	13,126	301,000	5.80%
Twitter	15	-17	4,144	3,800	3.63%
Instagram	55(includes stories)	35	3,049	29,000	4.7%

 **Town of Riverview**
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Congratulations to THREE of our outstanding team members for being recognized as finalists for the [Chamber of Commerce Greater Moncton / Chambre de Commerce Grand Moncton Top 20 Under 40!](#) 🎉

Shannon Parlee, Ash Arrowsmith, and Yat-Long Murphy are all dedicated to improving our community in their roles with the Town and in the various organizations and personal causes they champion. We're lucky to have them on our team and are proud of their many achievements.

Best of luck, Shannon, Ash and Yat-Long, at the event on May 24, where the Top 20 winners will be announced!

<https://www.youtube.com/watch?v=OXbdrH42aRs>



[See insights and ads](#)

[Boost post](#)

 270

71 comments 12 shares

Noteworthy Post:

We received a lot of great news over the past couple weeks, including congratulating three of our outstanding team members for being recognized as finalists for the Chamber of Commerce For Greater Moncton's Top 20 Under 40!

Shannon Parlee, Ash Arrowsmith, and Yat-Long Murphy are all dedicated to improving our community in their roles with the Town and in the various organizations and personal causes they champion. We're lucky to have them on our team and are proud of their many achievements. We'll be cheering them on when the winners are announced at the May 24 event.

Section 2: Status of Department's Operational Priorities for 2023

COMMUNICATIONS	
Objectives	Actions
Build Riverview brand awareness	<ul style="list-style-type: none"> Provided event planning support for upcoming Recognizing Riverview Awards Gala Worked with province to organize April 17th infrastructure announcement press conference, resulting in attendance and coverage from all major local media outlets.
Strategic Plan	<ul style="list-style-type: none"> News releases

Service Excellence,
Building a Sustainable
Community, Thriving
Community, Active and
Engaged Community

Mar 24

[Behind the Seams – New Boutique Helps Women Look Their Best for Life’s Milestones](#)

Mar 27

[Moore Choices - Local Paint Shop is Here to Help Your Next Project](#)

Mar 31

[Council Highlights - March 27, 2023](#)

Apr 4

[Town of Riverview Household Shopping & Services - Survey](#)

Apr 5

[Dreams Come True: Hard Work and Perseverance Pay Off for Immigrant Entrepreneur](#)

Apr 13

[Water Main Flushing to Begin Monday](#)

Apr 14

[Making it Work - Local Electrician Helps Clients Meet Sustainability Goals](#)

Apr 17

[Funding Announced for Riverview Recreation Complex](#)

 91.9 The Bend

Funding announced for Riverview Recreation Complex

A new recreation complex for Riverview is now a step closer to reality. More than \$39.9 million dollars in mun...

1 day ago



 CTV Atlantic

New recreation complex coming to Riverview

Shovels aren't in the ground yet, but the town of Riverview, N.B., is one step closer to breaking ground on a \$40 million recreation complex...

1 day ago



 CBC

Rec centre proposed for Riverview to get nearly \$40M in government support

Riverview's proposed recreation centre will be getting almost \$40 million in funding from all levels of government.

1 day ago



 Yahoo Finance

The Governments of Canada and New Brunswick invest in a new recreation complex in Riverview

Today, the Honourable Ginette Petitpas Taylor, Minister of Official Languages and Minister responsible for the Atlantic Canada Opportunities...

2 days ago



 CTV Atlantic

A new recreation centre in Riverview | CTV News

The town of Riverview New Brunswick has announced a new \$40-million recreation complex.

1 day ago



	<ul style="list-style-type: none"> Engage residents and businesses in celebrating Riverview's 50th anniversary. APRIL update – Selecting new swag items for next shop opening. Published the following articles in our 2023 Business Spotlight Series (links included above) – Al's Electric Services Sylvia's Natural Way Unique 2 You Consignment Boutique Benjamin Moore Paint Shop Combined Facebook reach for these four Business Spotlight posts: 139,467
Establish TOR as an Employer of Choice Strategic Plans Service Excellence, Active & Engaged Community	<ul style="list-style-type: none"> Published volume 26 and 27 of internal newsletter to engage and inform TOR employees of recent highlights, community events, and news.
Service Excellence Strategic Plans Service Excellence	<ul style="list-style-type: none"> Second interviews completed for Communications Coordinator position. Coordinated documents and material for 2023 Annual Report Graphic Design student from NBCC will be completing her practicum placement with the Town of Riverview under the supervision of the Communications Manager from April 24-June 9.

HUMAN RESOURCES	
Objectives	Actions
HR & Communications Operational Management Oversight	<ul style="list-style-type: none"> Conducting interviews for the above posted postings, prepared questions, and scheduling. Orientation sessions for new employees hired in April. Weekly Meetings for both Departments Training of New Employees within HR Department. DMS Record Keeping for HR Files.
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> Open the 1st Check-in for 2023 Completed check-in for department for 2023 Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting. Benefits renewal process files beginning with new Director of Finance & Information Technology Retirement Plans and discussions with 3 employees – 1 retirement in June 2023, July 2023, (1) October 2023. Benefits training with Manulife for new employees.

	<ul style="list-style-type: none"> • Compensation review for employees. • EAP Communications and increased support for all employees and their families.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • New Employee Recognition Program. Looking at increasing awareness of new program. • Continued to foster employee relationships within departments. • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments. • Continue to build on new communication screens at the operations centre and arena for employee announcements, upcoming events etc.
Occupational Health and Safety	<ul style="list-style-type: none"> • Monthly JHSC meeting (Prepare reports and any outstanding actions). • WHMIS Training for all employees • First Aid Training for all departments • Training scheduled and completed for 2023 for Health and Safety for employees. • Reviewing vaccination process for Public Works Employees • Implementing new vaccination process for Parks and Recreation Employees assigned to arena. • Training for employees who want to receive it on Opioid Poisoning. • Review and rebrand employee safety manual. • Reintroduce – Safety Talks subjects for all departments.