

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council

Prepared by: Annette Crummey, Director

Date: April 24, 2023

Month & Year: March/April 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.	
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. Reviewed Household Survey in consultation with Communications Manager and Business Engagement Worker. 	
Immigration	<ul style="list-style-type: none"> Attended meeting to discuss how all agencies can help MAGMA in supporting Asylum Seekers located in Moncton. Attended Tri-Community Immigration Meeting Attended LIP meeting to discuss upcoming steps in their Terms of Reference process. This new Terms of Reference will be presented to Council sometime over the summer. 	<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 – 13 Events attended by Mayor & Council – 47 Donation & Sponsorship Grants Awarded – 11 Annual Grants Awarded – 19 Presentations to Council – 10 Public Hearings/Presentations – 0 Concerns Reported – 90 <ul style="list-style-type: none"> By-law Enforcement – 27 Communications – 0 Fire – 0 Parks & Recreation – 19 Public Works – 39 Administration – 1 Zoning – 4 	<ul style="list-style-type: none"> Service Excellence
Records Information	<ul style="list-style-type: none"> Two RTIPPA requests were received in April. Folder set up of records into the SharePoint repository is ongoing. 103 boxes of records located at Town Hall are scheduled for destruction in April as well as the preparation of records to be transferred to the Records Center or Provincial Archives is ongoing. 	<ul style="list-style-type: none"> Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
	<ul style="list-style-type: none"> A follow-up training session was held with new staff in HR to go over the DMS as well as answer any questions on the DMS. 	
Improved Operational Processes	<ul style="list-style-type: none"> Attended two AMANB Board meetings Attended pre-construction meeting and prepared agreements for Orin Drive subdivision. Attended Development Review Committee meeting. Preliminary research on Commercial Vehicles in Residential zones. 	<ul style="list-style-type: none"> Service Excellence
Service Excellence	<p>More issues with the operation of the new voting module were identified and eScribe is working to correct them. Staff is hoping the system will be up and working properly for May.</p> <p>Twelve files were opened in Access E11 in the month of March. Eight were resolved and closed and four are ongoing.</p> <p>Animal Control (PAW) reported that during park patrols in March, 106 dogs were seen and only 11 verbal warnings were issued for those seen off leash.</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. Interviews have been completed and we are hoping to have someone in the position by mid-May.</p> <p>Recruitment for the position of Executive Administrative Assistant has been completed and we are pleased to welcome Shauna McGraw to the Town of Riverview. Shauna started with us on April 17, 2023</p> <p>The Safety Talk for March was Spring Cleaning Safety Tips, Reporting an Incident Procedure and Accident/Incident Investigation Procedure.</p>	<ul style="list-style-type: none"> Service Excellence

By-law Enforcement

ANIMAL CONTROL ENFORCEMENT REPORT-MARCH 2023				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	10	12	27	↓2
Animal Control Licences	115	122	405	↓7

BY-LAW CITATION SUMMARY-MARCH 2023	Number Issued	Total Fines
Overnight Winter Parking Ban	71	3550
No Parking/No Stopping Zone	0	0
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	3	150
No Parking – Fire Lane	0	0
No Parking-Snow Removal Operations	6	300
Owner Failed to Remove Animal Feces	0	0
TOTALS	80	4000

BY-LAW ENFORCEMENT REPORT-MARCH 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	0	3
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	9	0
Encampment	0	0
Flyer Distribution	0	0
Garbage Sorting	0	0
Illegal Dumping	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	1	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	1	1
Off Road Vehicles	0	0
Parking Violations	0	0
Portable Signs	1	0
Rodent Sightings	0	0
Speeding	0	0
Sports on Streets	0	0
Streets-Traffic By-law	0	2
Tall Grass	0	0
Zoning	0	2
TOTALS	12	8

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. • 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"> • Demolition took place last week – no issues. • 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.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
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. • 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"> • All paper work received back from Province, served to structure owner and property owner, planned demo for April 2023. • 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

Nothing further to report.