

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council
 Prepared by: Annette Crummey, Director
 Date: May 23, 2023
 Month & Year: April-May 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	<ul style="list-style-type: none"> Attended the Greater Moncton Chamber of Commerce “Business After Hours” hosted at Riverview’s Holy Bowly. Attended tri-community Economic Development meeting. 	<ul style="list-style-type: none"> Thriving Community
Local Activities	<ul style="list-style-type: none"> Met with developer to discuss possible development. 	<ul style="list-style-type: none"> Thriving Community Service Excellence
Immigration	<ul style="list-style-type: none"> Attended LIP Meeting re draft Terms of Reference Attended MAGMA Re-Envisioned for the launch of their new strategy that will help with the settlement and retention of immigrants. To reflect its new strategy, the organization will now be known as the Multicultural Agency of the Greater Moncton Area. 	<ul style="list-style-type: none"> Safe and Inclusive Community Thriving Community

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
By the Numbers	<ul style="list-style-type: none"> Tenders Procurements Awarded – 16 Events attended by Mayor & Council – 61 Donation & Sponsorship Grants Awarded – 19 	<ul style="list-style-type: none"> Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<i>(Year to Date)</i>	<ul style="list-style-type: none"> • Annual Grants Awarded – 19 • Presentations to Council – 11 • Public Hearings/Presentations – 1 • Concerns Reported – 233 <ul style="list-style-type: none"> ○ By-law Enforcement – 47 ○ Communications – 0 ○ Fire – 0 ○ Parks & Recreation – 61 ○ Public Works – 114 ○ Administration – 1 ○ Zoning – 10 	
<i>Records Information</i>	<ul style="list-style-type: none"> • Two RTIPPA requests were finalized in May. • No requests were received in May. • A training session was held on May 2 with Parks & Recreation staff at the Ops Centre to review the documentation entered into the DMS program and to answer any questions that were raised. • A training session on the DMS program and MRA manual was held on May 9 with the administrative staff at the Aquatic Pool. • Work is ongoing on both the projects to eventually transfer files from the current DMS program to the SharePoint repository and the creation of a Town of Riverview hub in SharePoint. 	<ul style="list-style-type: none"> • Service Excellence
<i>Improved Operational Processes</i>	<ul style="list-style-type: none"> • Pre-Construction meeting for Carriage Hill Subdivision Unit 7, Phase 3 • Met with staff to discuss SharePoint project and its progress. 	<ul style="list-style-type: none"> • Service Excellence
<i>Service Excellence</i>	<ul style="list-style-type: none"> • Prepared agenda and attachments for Public Hearing • Twenty By-law Enforcement files were opened in Access E11 in the month of April. Nine were resolved and closed and eleven are ongoing. • 25 hours of park patrol completed in April. A total of 121 dogs were seen with only 9 off leash. 	<ul style="list-style-type: none"> • Service Excellence • Thriving Community
<i>Employee Relations</i>	<ul style="list-style-type: none"> • Recruitment for the position of Manager of Economic Development is completed. I am very happy to welcome Shanel Akerley to the Town of Riverview. Shanel starts her new position on May 24, 2023. • Met with Executive Assistant to discuss goals and objectives for remainder of 2023. 	<ul style="list-style-type: none"> • Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
	<ul style="list-style-type: none"> The Safety Talk for April was Loud Noises and Hearing Loss, Reporting an Incident Procedure and Accident/Incident Investigation Procedure. 	

By-law Enforcement

ANIMAL CONTROL ENFORCEMENT REPORT-APRIL 2023				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	12	10	39	↑2
Animal Control Licences	87	115	492	↓28

BY-LAW CITATION SUMMARY-APRIL 2023	Number Issued	Total Fines
Overnight Winter Parking Ban	1	50
No Parking/No Stopping Zone	41	2050
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	0	0
No Parking – Fire Lane	0	0
No Parking-Snow Removal Operations	0	0
Owner Failed to Remove Animal Feces	0	0
TOTALS	42	2100

BY-LAW ENFORCEMENT REPORT-APRIL 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	1	5
By-law Enforcement General	2	3
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	11	6
Encampment	1	1
Flyer Distribution	0	0
Garbage Sorting	1	0
Illegal Dumping	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	2	0

BY-LAW ENFORCEMENT REPORT-APRIL 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Mobile Vendors & Pedlars	0	0
Noise Complaints	1	1
Off Road Vehicles	0	2
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	0
Tall Grass	0	0
Zoning	1	2
TOTALS	21	20

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 – 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.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	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. • 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"> • File Closed • Residence and accessory structure demolished, property in compliance. • 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

- **Staff prepared for hosting of Tri-Community Council meeting.**
- **Director attended EMO Training Scenario.**
- **Staff participated in Town Clean Up Day.**