

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council

Prepared by: Annette Crummey, Director

Date: June 26, 2023

Month & Year: April-May 2023

Departmental Objectives Update

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
Regional Activities	<ul style="list-style-type: none"> Met with provincial representatives regarding grant opportunities to increase housing supply. Attended YQM Community Public Consultative & Noise Management Committee meeting. Air transportation continues to be a recovering sector post-pandemic, and only 4 noise complaints were received by the airport since the last committee meeting in June 2022, all from Dieppe. 	<ul style="list-style-type: none"> Thriving Community
Local Activities	<ul style="list-style-type: none"> Director met with DMR Economic Development Team. Met with developers to discuss potential projects and the financial incentive program. Received 2 expressions of interest for the Financial Incentive Program. Met with a business prospect considering expansion plans in Riverview. Met with Communications & Business Community Engagement Town staff to increase support of businesses via Riverview Rewards program. Met and explored Customer Relationship Management (CRM) tools with service providers and internal Business Community Engagement and Information Technology staff. Met with prospective consultants regarding possible Economic Development Strategy. Received Building Activity Report for May 2023, which provides useful data to track development trends. So far in 2023, the Town of Riverview is tracking over 47% more in 	<ul style="list-style-type: none"> Thriving Community Service Excellence

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	<p>building permit value compared to the same time last year, with nearly \$18.7 million in permits achieved YTD.</p> <ul style="list-style-type: none"> • Sponsoring the Chamber of Commerce for Greater Moncton again this year to provide quality programming for the business community. 	
Immigration	<ul style="list-style-type: none"> • Attended Greater Moncton Local Immigration Partnership meeting alongside tri-community partners to update the Terms of Reference. • Made updates to the tri-community shared asset that is the Newcomer Guide. Refreshed online and printed guide to be delivered to the Town and immigration partners this Fall. • Attended tri-community immigration team meeting regarding 2023 collaborations, projects, and priorities. • Attended Greater Moncton Local Immigration Partnership 2022 Survey Results presentation on newcomer profiles, trends, and barriers to immigration. Discussions were had across levels of government and non-profit settlement agencies to outline solutions to newcomer challenges. • Met with provincial representatives regarding data, opportunities, and challenges for asylum seekers. As of May 21, there are 391 asylum claimants across the Atlantic region, however the trend shows a declining number of asylum seekers over second quarter of the year. 	<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 – 19 • Events attended by Mayor & Council – 84 • Donation & Sponsorship Grants Awarded – 22 • Annual Grants Awarded – 19 • Presentations to Council – 13 • Public Hearings/Presentations – 2 • Concerns Reported – 269 <ul style="list-style-type: none"> ○ By-law Enforcement – 57 ○ Fire – 3 ○ Parks & Recreation – 76 ○ Public Works – 120 ○ Administration – 1 ○ Zoning – 12 	<ul style="list-style-type: none"> • Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<i>Records Information</i>	<ul style="list-style-type: none"> • No RTIPPA requests were received in June. • A presentation was made on May 30 staff at the Director's meeting to present the Town of Riverview SharePoint hub site. The hub site will serve to centralize working files and information in each department. The Directors were provided with a link to the hub site to review and were asked to provide feedback on their respective department sites. • Training sessions will be set up in June with department champions to present and review the hub site with them. • The summer student started on June 6 to assist with the project to eventually transfer files from the current DMS program to the SharePoint repository as well as helping with purging of some further records in the basement. 	<ul style="list-style-type: none"> • Service Excellence
<i>Improved Operational Processes</i>	<ul style="list-style-type: none"> • Director working with other clerks to create a guide and presentation to assist new clerks with their positions. • Staff presented SharePoint project to the Director team. • Finalized installation and staff training for the eScribe Voting Module. This new module will be rolled out to Council soon. 	<ul style="list-style-type: none"> • Service Excellence
<i>Service Excellence</i>	<ul style="list-style-type: none"> • Met with remaining members of Advisory Committee on Disabilities to discuss integrating them into the existing Equity, Diversity & Inclusion Committee. • Worked with Developer and Engineering to create Development Agreement for the construction of Allan Street extension. • Recruited new member for the Animal Control Appeal Committee to hear evidence and provide a resolution for a recent appeal of a muzzle order. • Twenty-One new By-law Enforcement files were opened in Access E11 in the month of May. Eight were resolved and closed and thirteen are ongoing. 	<ul style="list-style-type: none"> • Service Excellence • Thriving Community
<i>Employee Relations</i>	<ul style="list-style-type: none"> • Staff attended Simply for Life workshop as part of Employee Wellness. • Training with new Manager of Economic Development • Director attended AMANB Annual Conference in Edmundston, NB • The Safety Talk for May was Emergency Procedures and Stress Management 	<ul style="list-style-type: none"> • Service Excellence

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	0	0
No Parking/No Stopping Zone	1	50
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	2	100
No Parking – Fire Lane	0	0
No Parking-Snow Removal Operations	0	0
Owner Failed to Remove Animal Feces	0	0
TOTALS	3	150

BY-LAW ENFORCEMENT REPORT-APRIL 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	2	3
By-law Enforcement General	3	3
Commercial Vehicle	0	1
Dangerous or Unsightly Premises	13	1
Encampment	3	0
Flyer Distribution	0	0
Garbage Sorting	4	0
Illegal Dumping	0	1
Improper Water Usage	0	0
Maintenance and Occupancy	3	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	2	0
Off Road Vehicles	0	0
Parking Violations	0	0
Portable Signs	1	0
Rodent Sightings	0	0
Speeding	0	0

BY-LAW ENFORCEMENT REPORT-APRIL 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Sports on Streets	1	0
Streets-Traffic By-law	0	0
Tall Grass	0	0
Zoning	0	3
TOTALS	32	12

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. 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.
Traffic – Fairway/Ridgway	<ul style="list-style-type: none"> • Sports on streets • Investigating
Unsightly Premises – Buckingham	<ul style="list-style-type: none"> • Plastic dome garage with a lot of debris in driveway. • Investigating
Unsightly Premises – Laurentide	<ul style="list-style-type: none"> • Partially burned duplex • Investigating
Unsightly Premises – McDowell	<ul style="list-style-type: none"> • Junk in back yard, messy front yard. • Investigating

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

- Hired Maggie Grant to work with the Records Clerk. This is Maggie's third summer with the Town of Riverview, and we are very happy to have her back!
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