

**Town of Riverview**  
**DEVELOPMENT & LEGISLATIVE SERVICES**  
**DEPARTMENT MONTHLY REPORT**



To: Mayor & Council

Prepared by: Annette Crummey, Director

Date: September 25, 2023

Month & Year: June – September 2023

## Departmental Objectives Update

| ECONOMIC DEVELOPMENT       |  |  |
|----------------------------|--|--|
| Objectives                 | Actions  | Strategic Themes   |
| <b>Regional Activities</b> | <ul style="list-style-type: none"> <li>Met twice with Southeast Regional Service Commission president to advocate for Riverview's economic priorities, and review SERSC strategic priorities for 2023 and beyond.</li> <li>Met with Southeast Labourforce Market Partnership Council.</li> <li>Submitted application for CMHC Housing Accelerator Fund.</li> </ul>   | <ul style="list-style-type: none"> <li>Thriving Community</li> </ul>                             |
| <b>Local Activities</b>    | <ul style="list-style-type: none"> <li>Met monthly with DMR Economic Development Team.</li> <li>Consultation &amp; engagement sessions completed regarding Housing Needs Assessment &amp; Affordable Housing Strategy. Completed Housing Survey roll out and communications campaign. 1,008 responses received over 2 weeks.</li> <li>Attended NB Housing Summit and Relation to Community Planning event. Objective was to mobilize municipal, private sector, and non-profit organizations to find solutions to housing supply shortages.</li> <li>Completed the Commercial Market Threshold Study.</li> <li>Completed RFQ and proposal analysis for new Community Economic Development Strategy.</li> <li>Met with both Greater Moncton &amp; Albert County Chambers of Commerce &amp; Community Engagement Worker – Business to discuss Business Forum happening this Winter.</li> <li>Activated Chamber of Commerce for Greater Moncton golf tournament sponsorship.</li> <li>Activated CCNB NB Growth Summit sponsorship.</li> <li>Met with local developers, property managers, &amp; real estate agents to discuss potential projects and the financial</li> </ul> | <ul style="list-style-type: none"> <li>Thriving Community</li> <li>Service Excellence</li> </ul> |

| ECONOMIC DEVELOPMENT |  |  |
|----------------------|--|--|
| Objectives           | Actions  | Strategic Themes   |
|                      | <p>incentive program. 2 new expressions of interest received for the Financial Incentive Program.</p> <ul style="list-style-type: none"> <li>• Collaborated with media outlets on 4 interviews/articles promoting the Financial Incentive Program for development and the Housing Needs Survey.</li> <li>• Identified new CRM tool for cross-departmental collaboration after evaluating 4 vendors, tool demos, estimates, &amp; proposals.</li> <li>• Met with CBDC &amp; Community Engagement Worker – Business to discuss entrepreneurship programs.</li> <li>• Met with Moncton, Dieppe, Shediac, &amp; Salisbury economic development officers regarding housing grant applications &amp; incentive programs.</li> <li>• Attended virtual Art of City Building: Building A Region of Unique Communities conference.</li> <li>• Received Building Activity Report for August. So far this year, the Town is tracking under compared to the same time last year, however, is on track to top \$30M in overall building permit value in 2023 with \$28.7M achieved YTD.</li> </ul>   |  |
| <b>Immigration</b>   | <ul style="list-style-type: none"> <li>• Updated the Greater Moncton Local Immigration Partnership terms of service via meetings with the Executive Council &amp; Partnership Council.</li> <li>• Attended tri-community immigration team meeting regarding collaborations, projects, and priorities.</li> <li>• MAGMA and the tri-municipality solidified paid partnership on relief campaign for asylum seekers in Greater Moncton.</li> <li>• Represented the Town of Riverview at the Greater Moncton Settlement Fair to promote the town's amenities to newcomers and their families. Over 500 newcomers were in attendance.</li> <li>• Represented the Town at a Greater Moncton hiring event for newcomers organized by World Education Service.</li> <li>• Met with MAGMA, colleges, &amp; tri-municipality on solutions for international student &amp; private college issues.</li> <li>• Met bi-weekly with IRCC, newcomer service providers, &amp; tri-municipality on trends, opportunities, and challenges for asylum seekers. As of September, there are 312 asylum claimants in the Atlantic region, 77 of which are in Moncton. Trend shows a 25% decline in the number of asylum seekers from the third quarter to the second quarter of this year.</li> </ul> | <ul style="list-style-type: none"> <li>• Safe and Inclusive Community</li> <li>• Thriving Community</li> </ul> |

| ECONOMIC DEVELOPMENT |   |                  |
|----------------------|---|------------------|
| Objectives           | Actions   | Strategic Themes |
|                      | <ul style="list-style-type: none"> <li>• Attended information session organized by MAGMA on service provider programs, newcomer statuses, &amp; immigration processes.</li> <li>• Represented the Town at the Southeast Regional Service Commission's Connector Program event for newcomers.</li> </ul> |                  |

| LEGISLATIVE SERVICES                            |   |  |
|---|---|--|
| Objectives                                      | Actions   | Strategic Themes   |
| <b><i>By the Numbers<br/>(Year to Date)</i></b> | <ul style="list-style-type: none"> <li>• Tenders Procurements Awarded – 20</li> <li>• Events attended by Mayor &amp; Council – 112</li> <li>• Donation &amp; Sponsorship Grants Awarded – 30</li> <li>• Annual Grants Awarded – 19</li> <li>• Presentations to Council – 16</li> <li>• Public Hearings/Presentations – 3</li> <li>• Concerns Reported – 269 <ul style="list-style-type: none"> <li>○ By-law Enforcement – 57</li> <li>○ Fire – 3</li> <li>○ Parks &amp; Recreation – 76</li> <li>○ Public Works – 120</li> <li>○ Administration – 1</li> <li>○ Zoning – 12</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Service Excellence</li> </ul> |
| <b><i>Records Information</i></b>               | <ul style="list-style-type: none"> <li>• Between June and the beginning of September, there were four RTIPPA requests submitted: one each in June and July, and two were received in August.</li> <li>• Three of the requests are finalized, one request from August is still being processed.</li> <li>• The process of transferring records from the DMS to SharePoint has begun. Three sections have so far been transferred: <ul style="list-style-type: none"> <li>➢ Administration and Leadership</li> <li>➢ Buildings, Facilities, and Properties</li> <li>➢ Human Resources</li> </ul> </li> <li>• The process of transferring the remaining sections is ongoing.</li> <li>• Records in the Town Hall basement scheduled for destruction and records that will be sent to the Records Centre are being prepared and organized for October.</li> </ul> | <ul style="list-style-type: none"> <li>• Service Excellence</li> </ul> |
| <b><i>Improved Operational Processes</i></b>    | <ul style="list-style-type: none"> <li>• Director attended training on new internal system for Payroll Notices that will streamline this process.</li> </ul>  | <ul style="list-style-type: none"> <li>• Service Excellence</li> </ul> |

| LEGISLATIVE SERVICES      |   |  |
|---------------------------|---|--|
| Objectives                | Actions   | Strategic Themes   |
|                           | <ul style="list-style-type: none"> <li>Completed training with Council on the new eScribe Voting Module. This new module will be rolled out to Council in September.</li> <li>Continued work on new Clerk Training module for AMANB</li> </ul>  |  |
| <b>Service Excellence</b> | <ul style="list-style-type: none"> <li>The Animal Control Committee convened to hear an appeal of a muzzle order.</li> <li>Prepared Construction Agreement for Allan Street.</li> <li>Worked with Maritime Enforcement to secure a new enforcement officer.</li> <li>Worked with developer on agreements for Orin Drive extension.</li> </ul>   | <ul style="list-style-type: none"> <li>Service Excellence</li> <li>Thriving Community</li> </ul> |
| <b>Employee Relations</b> | <ul style="list-style-type: none"> <li>Performed Q2 check-ins with all staff members.</li> <li>Weekly meetings with Economic Development Manager to discuss current and future projects.</li> <li>Staff are being encouraged to start moving all their files, and saving new documents, to our Department's section in SharePoint.</li> <li>The Safety Talk for June was Safe Driving Policy, Inspection Procedure, Summer Food Safety and a 10-minute health walk.</li> <li>In person Safety Talks for July and August were cancelled due to vacation schedules.</li> <li>Completed exit survey with our summer student</li> </ul> | <ul style="list-style-type: none"> <li>Service Excellence</li> </ul>                             |

## By-law Enforcement

| ANIMAL CONTROL ENFORCEMENT REPORT-JUNE 2023 |               |                  |                       |               |
|---|---------------|------------------|-----------------------|---------------|
|   | Current Month | Previous Month   | Annual Total          | Monthly Trend |
| Animal Control Issues                       | 7             | 12               | 59                    | ↓5            |
| Animal Control Licences                     | 81            | 77               | 650                   | ↑4            |
| PARK PATROL                                 |               |                  |                       |               |
|   | No. of Hours  | No. of Dogs Seen | No. of Dogs Unleashed |               |
|   | 20            | 46               | 4                     |               |

| ANIMAL CONTROL ENFORCEMENT REPORT-JULY 2023 |               |                  |                       |                         |
|---|---------------|------------------|-----------------------|-------------------------|
|   | Current Month | Previous Month   | Annual Total          | Monthly Trend           |
| Animal Control Issues                       | 8             | 7                | 67                    | ↑1                      |
| Animal Control Licences                     | 106           | 81               | 756                   | ↑25                     |
| PARK PATROL                                 |               |                  |                       |                         |
|   | No. of Hours  | No. of Dogs Seen | No. of Dogs Unleashed | Monthly Trend Unleashed |
|   | 23            | 61               | 1                     | ↓3                      |

| ANIMAL CONTROL ENFORCEMENT REPORT-AUGUST 2023 |               |                  |                       |                         |
|---|---------------|------------------|-----------------------|-------------------------|
|   | Current Month | Previous Month   | Annual Total          | Monthly Trend           |
| Animal Control Issues                         | 9             | 8                | 76                    | ↑1                      |
| Animal Control Licences                       | 72            | 106              | 828                   | ↓34                     |
| PARK PATROL                                   |               |                  |                       |                         |
|   | No. of Hours  | No. of Dogs Seen | No. of Dogs Unleashed | Monthly Trend Unleashed |
|   | 21            | 93               | 1                     | even                    |

| BY-LAW CITATION SUMMARY-JUNE, JULY & AUGUST 2023 | Number Issued | Total Fines |
|--|---------------|-------------|
| Overnight Winter Parking Ban                     | 0             | 0           |
| No Parking/No Stopping Zone                      | 15            | 750         |
| Excessive Noise Violation                        | 0             | 0           |
| Commercial Vehicle/Trailer on Street             | 11            | 550         |
| No Parking – Fire Lane                           | 0             | 0           |
| No Parking – Disabled Parking                    | 1             | 50          |
| No Parking-Snow Removal Operations               | 0             | 0           |
| Owner Failed to Remove Animal Feces              | 0             | 0           |
| <b>TOTALS</b>                                    | <b>27</b>     | <b>1350</b> |

| BY-LAW ENFORCEMENT REPORT-JUNE-AUGUST 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                                  |

| BY-LAW ENFORCEMENT REPORT-JUNE-AUGUST 2023 |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
|  | Number of Files Open<br>this Period | Number of Files<br>Closed this Period |
| 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                                     |
| Sports on Streets                          | 1                                   | 0                                     |
| Streets-Traffic By-law                     | 0                                   | 0                                     |
| Tall Grass                                 | 0                                   | 0                                     |
| Zoning                                     | 0                                   | 3                                     |
| <b>TOTALS</b>                              | <b>32</b>                           | <b>12</b>                             |

| 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"> <li>• Ongoing</li> <li>• Extensive amount of debris to be removed, working with the property owner to obtain compliance in a reasonable amount of time, ongoing.</li> <li>• Compliance letter sent; site inspection completed.</li> <li>• Resident complained of messy yard located on Hillsborough Road, Compliance letter to be sent to property owner.</li> </ul> |
| Unsightly Premises – Sherwood Avenue  | <ul style="list-style-type: none"> <li>• Unsightly Premises – Anticipated Action 2023</li> </ul>  |
| Unsightly Premises – Ogden Drive  | <ul style="list-style-type: none"> <li>• No new complaints – will continue to monitor.</li> <li>• Ongoing</li> <li>• Still awaiting response from SCAN.</li> </ul>  |

| BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top) |  |
|---|--|
| File Type   | Update (new updates are highlighted)   |
|   | <ul style="list-style-type: none"> <li>• Vacant residence since June. Possible illegal activities happening. May request outside assistance from the SCAN Unit.</li> </ul>   |
| Unsightly Premises – Canterbury Avenue  | <ul style="list-style-type: none"> <li>• <b>New owner anticipated repairs to be done, continue to monitor.</b></li> <li>• Continuing to monitor.</li> <li>• Ongoing.</li> <li>• Concerns raised regarding the structural soundness; roof looks like requires work. Work on roof replacement and repairs planned with co-owner.</li> </ul>  |
| Unsightly Premises – Muncey Drive   | <ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Complaint received 2021, complainant indicated cleanup was satisfactory following compliance letter sent to property owner, reopened in attempt to obtain further compliance.</li> <li>• Compliance letter sent under the Maintenance and Occupancy By-Law.</li> <li>• Another complaint received from other resident, challenging issues with this property, will continue to obtain compliance.</li> <li>• No formal complaints received from residents, may request assistance from SCAN.</li> <li>• RCMP attended property in December.</li> </ul> |
| Unsightly – Other - Dayton Court  | <ul style="list-style-type: none"> <li>• <b>Accused arrested and incarcerated until next court dates in September.</b></li> <li>• Continuing to monitor</li> <li>• No further complaints from resident to By-Law enforcement, RCMP apparently dealing with issues.</li> <li>• Continue to monitor. Two complaints received concerning various issues at this residence. RCMP have been requested to assist and have indicated they will.</li> </ul>  |
| Unsightly – Irving  | <ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Derelict vehicles in yard – compliance letter sent to property owner.</li> </ul>  |

| BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top) |   |
|---|---|
| File Type   | Update (new updates are highlighted)  |
| Traffic – Fairway/Ridgway   | <ul style="list-style-type: none"> <li>• <b>File Closed</b></li> <li>• Sports on streets</li> <li>• Investigating</li> </ul>  |
| Unsightly Premises – Buckingham   | <ul style="list-style-type: none"> <li>• <b>Debris removed from driveway, possible items still under garage. No new complaints</b></li> <li>• Plastic dome garage with a lot of debris in driveway.</li> <li>• Investigating</li> </ul> |
| Unsightly Premises – Laurentide   | <ul style="list-style-type: none"> <li>• <b>Repairs continuing</b></li> <li>• Repairs commenced</li> <li>• Awaiting repairs</li> <li>• Partially burned duplex</li> <li>• Investigating</li> </ul>                                      |
| Unsightly Premises – McDowell   | <ul style="list-style-type: none"> <li>• <b>File Closed</b></li> <li>• Junk in back yard, messy front yard.</li> <li>• Investigating</li> </ul>   |
| <b>Unsightly Premises – Coverdale Road</b>                                    | <ul style="list-style-type: none"> <li>• <b>Complaint of fence falling down, compliance letter sent to repair.</b></li> </ul>   |
| <b>Unsightly Premises – Leonard Street</b>                                    | <ul style="list-style-type: none"> <li>• <b>Large amount of items on property – not in compliance. Inspection letter sent for September.</b></li> </ul>   |
| <b>Unsightly Premises – Runneymeade Road</b>                                  | <ul style="list-style-type: none"> <li>• <b>Vehicle parts, etc. on property</b></li> </ul>  |

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

- Director participated in a working group of AMANB Board Members to create a new constitution for the organization which recognizes the changes that have taken place during the Reform process.