

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



To: Mayor & Council  
 Prepared by: Annette Crummey, Director  
 Date: October 23, 2023  
 Month & Year: September-October 2023

**Departmental Objectives Update**

<b>ECONOMIC DEVELOPMENT</b>		
<b>Objectives</b>	<b>Actions</b>	<b>Strategic Themes</b>
<b><i>Regional Activities</i></b>	<ul style="list-style-type: none"> <li>Met with General Manager of the SERSC to discuss future industry explorations for Riverview.</li> <li>Attended SERSC Council meeting to discuss the restructure of working groups and priorities.</li> <li>Attended Economic Development Association of Canada conference.</li> </ul>	<ul style="list-style-type: none"> <li>Thriving Community</li> </ul>
<b><i>Local Activities</i></b>	<ul style="list-style-type: none"> <li>Met with Dieppe, Moncton, Riverview Economic Development Team.</li> <li>Completed the Commercial Market Threshold Report. Consultant presented findings to Council, and actions to promote commercial development were commenced.</li> <li>Met with consultant lead and Director of Development and Legislative Services to kick-start the new Community Economic Development Strategy.</li> <li>Presented an update report on Riverview’s business landscape to the Board of Directors of the Chamber of Commerce for Greater Moncton.</li> <li>Met with developers, modular housing firms, and local real estate agent to discuss potential upcoming projects and the Town’s Commercial Development Grant.</li> <li>Launched the Business Forum invitation to local business and development community in partnership with Community Engagement Business Worker.</li> <li>Met with select Atlantic-based Economic Development and Planning municipal resources re: local housing solutions.</li> <li>Proposed Economic Development budget for 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Thriving Community</li> <li>Service Excellence</li> </ul>

<b>ECONOMIC DEVELOPMENT</b>		
<b>Objectives</b>	<b>Actions</b>	<b>Strategic Themes</b>
	<ul style="list-style-type: none"> <li>• Attended the 100 Leaders in the Community event and Business Excellence Awards organized by the Chamber of Commerce for Greater Moncton.</li> <li>• Attended CMHC funded Housing Prototype sessions organized by O Strategies (NPO).</li> <li>• Attended private consultation sessions informing the Housing Needs Assessment and Affordable Housing Strategy.</li> <li>• Attended GeoNB Information Session on mapping tools.</li> <li>• Completed Fundamentals of Community Economic Development 5-week course through EDAC.</li> <li>• Attended Art of City Building conference on municipal innovation.</li> </ul>	
<b>Immigration</b>	<ul style="list-style-type: none"> <li>• Met with the Greater Moncton Local Immigration Partnership Executive Council and the Partnership Council.</li> <li>• Met with IRCC and newcomer service providers regarding data, opportunities, and challenges for asylum seekers.</li> <li>• Met with DMR Immigration team and aligned on shared initiatives for 2024.</li> <li>• Attended MAGMA Town Hall on settlement agency services and immigration processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe and Inclusive Community</li> <li>• Thriving Community</li> </ul>

<b>LEGISLATIVE SERVICES</b>		
<b>Objectives</b>	<b>Actions</b>	<b>Strategic Themes</b>
<b>By the Numbers (Year to Date)</b>	<ul style="list-style-type: none"> <li>• Tenders Procurements Awarded – 20</li> <li>• Events attended by Mayor &amp; Council – 128</li> <li>• Donation &amp; Sponsorship Grants Awarded – 32</li> <li>• Annual Grants Awarded – 19</li> <li>• Presentations to Council – 18</li> <li>• Public Hearings/Presentations – 3</li> <li>• Concerns Reported – 526 <ul style="list-style-type: none"> <li>○ By-law Enforcement – 157</li> <li>○ Fire – 4</li> <li>○ Parks &amp; Recreation – 153</li> <li>○ Public Works – 191</li> <li>○ Administration – 1</li> <li>○ Zoning – 20</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>
<b>Records Information</b>	<ul style="list-style-type: none"> <li>• Staff continue to work on the transfer of records into the new SharePoint system.</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>Staff continue to prepare records that are due for destruction as well as records that need to be transferred to the Records Centre.</li> <li>No new RTIPPA requests.</li> </ul>	
<b>Improved Operational Processes</b>	<ul style="list-style-type: none"> <li>Met with DocuPet to discuss possible changes in pay formula.</li> <li>Reviewed and edited Orientation documents in anticipation of new Councillor.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>
<b>Service Excellence</b>	<ul style="list-style-type: none"> <li>Worked on budget for 2024.</li> <li>Attended Business Excellence Awards.</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 Q3 check-ins with all staff members.</li> <li>Weekly meetings with Economic Development Manager to discuss current and future projects.</li> <li>Met with staff to discuss budget requests for 2024.</li> <li>The Safety Talk for September was Fall Safe Driving.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>

## By-law Enforcement

ANIMAL CONTROL ENFORCEMENT REPORT-AUGUST 2023				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	12	9	90	↑3
Animal Control Licences	90	72	918	↑18
PARK PATROL				
	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	Monthly Trend Unleashed
	21.5	79	2	↑1

BY-LAW CITATION SUMMARY-JUNE, JULY & AUGUST 2023	Number Issued	Total Fines
Overnight Winter Parking Ban	0	0
No Parking/No Stopping Zone	14	600
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	1	50
No Parking – Fire Lane	0	0
No Parking – Disabled Parking	0	0

<b>BY-LAW CITATION SUMMARY-JUNE, JULY &amp; AUGUST 2023</b>	<b>Number Issued</b>	<b>Total Fines</b>
No Parking-Snow Removal Operations	0	0
Owner Failed to Remove Animal Feces	0	0
<b>TOTALS</b>	<b>15</b>	<b>650</b>

<b>BY-LAW ENFORCEMENT REPORT-JUNE-AUGUST 2023</b>		
	<b>Number of Files Open this Period</b>	<b>Number of Files Closed this Period</b>
Animal Control	3	1
By-law Enforcement General	1	6
Commercial Vehicle	0	1
Dangerous or Unsightly Premises	16	2
Encampment	0	4
Flyer Distribution	0	0
Garbage Sorting	2	1
Illegal Dumping	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	1	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	2	2
Off Road Vehicles	0	1
Parking Violations	0	1
Portable Signs	1	0
Rodent Sightings	0	0
Speeding	0	0
Sports on Streets	0	0
Streets-Traffic By-law	2	2
Tall Grass	2	6
Zoning	0	0
<b>TOTALS</b>	<b>30</b>	<b>27</b>

<b>BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)</b>	
<b>File Type</b>	<b>Update (new updates are highlighted)</b>
Unsightly Premises – Coverdale Road	<ul style="list-style-type: none"> <li>Complaint of fence falling down, compliance letter sent to repair.</li> </ul>
Unsightly Premises – Hillsborough Road	<ul style="list-style-type: none"> <li>Ongoing</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>• 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>
<b>Unsightly Premises – Ogden Drive</b>	<ul style="list-style-type: none"> <li>• <b>FILE CLOSED</b></li> <li>• <b>Property occupied and in compliance.</b></li> <li>• No new complaints – will continue to monitor.</li> <li>• Ongoing</li> <li>• Still awaiting response from SCAN.</li> <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>• New owner anticipated repairs to be done, continue to monitor.</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>
<b>Unsightly Premises – Muncey Drive</b>	<ul style="list-style-type: none"> <li>• <b>No further complaints but drive-by inspection completed in September – some vehicles in yard, unable to see back yard.</b></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</li> </ul>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	<p>property, will continue to obtain compliance.</p> <ul style="list-style-type: none"> <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>
<b>Unsightly Premises – Buckingham</b>	<ul style="list-style-type: none"> <li>• <b>Clean up occurring – no new complaints.</b></li> <li>• Debris removed from driveway, possible items still under garage. No new complaints</li> <li>• Plastic dome garage with a lot of debris in driveway.</li> <li>• Investigating</li> </ul>
<b>Unsightly Premises – Laurentide</b>	<ul style="list-style-type: none"> <li>• <b>Repairs continuing, windows boarded up and notices on all doors</b></li> <li>• Repairs commenced</li> <li>• Awaiting repairs</li> <li>• Partially burned duplex</li> <li>• Investigating</li> </ul>
Unsightly Premises – Leonard Street	<ul style="list-style-type: none"> <li>• Large amount of items on property – not in compliance. Inspection letter sent for September.</li> </ul>
Unsightly Premises – Runnymede Road	<ul style="list-style-type: none"> <li>• Vehicle parts, etc. on property</li> </ul>

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