

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council
 Prepared by: Annette Crummey, Director
 Date: January 22, 2024
 Month & Year: November & December 2023

Departmental Objectives Update

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
<i>Regional Activities</i>	<ul style="list-style-type: none"> Participated in Southeast Labourforce Market Partnership Council retreat to discuss regional key industries and working group restructure. Met with North American modular housing firm to explore affordable housing solutions. Met with New Brunswick Multicultural Council representative to discuss regional programs for newcomers and organizations. 	<ul style="list-style-type: none"> Thriving Community
<i>Local Activities</i>	<ul style="list-style-type: none"> Coordinated Housing Needs Assessment and Affordable Housing Strategy presentation to Council – action plan budget and resource outline to be proposed in Q1. Coordinated Council Workshop on economic development current trends and success formulas, and brainstorm of vision, mission, and values for the Community Economic Development Strategy. Met with 5 local developers and business owners to discuss prospective new projects and the Town’s Commercial Development Grant. Received 2 new expression of interest for the Commercial Development Grant. Marketing campaign delivered and ongoing to promote Commercial Development Grant in Atlantic Business Magazine, media, and social media channels. Supporting the Town’s Municipal Plan Review. Met with the Town’s Development Review Team. 	<ul style="list-style-type: none"> Thriving Community Service Excellence

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	<ul style="list-style-type: none"> Building permit value achieved over \$33M allocated over 145 permits in 2023, driven mainly by Residential activity accounting for \$22.8M. <ul style="list-style-type: none"> Mini campaign delivered across media and social media channels, full article linked here. In a post-event survey following the 2023 Riverview Business Forum, it was identified: <ul style="list-style-type: none"> The event scored 91.43% across all questions pertaining to the venue, food, presentations, and networking. Businesses would like to see more support via <i>Partnership opportunities with Town events and programs</i> and <i>Organizing business-centric events</i> (78.57% respectively), amongst other initiatives. <i>Networking and the Commercial Market Threshold Survey Findings</i> were the most valuable forum elements. Explored Riverview workforce attraction campaign for key underserved sectors. Met with Chamber of Commerce for Greater Moncton and Community Engagement Worker to discuss 2024 partnerships, events, and cross-promotional opportunities. Represented Riverview at the CCGM Business After Hours event. Represented Riverview at YQM Public Community Consultative and Noise Management Committee Meeting. 	
Immigration	<ul style="list-style-type: none"> Met with the Greater Moncton Local Immigration Partnership Council – John Wishart appointed interim chair and call of interest launched for new chair. Met with GMLIP Executive Council to discuss roll out of the Community-Based Plan. Met with the Tri-Community Immigration Team to finalize launch campaign of updated Newcomer Guides. 	<ul style="list-style-type: none"> Safe and Inclusive Community Thriving Community
Professional Development	<ul style="list-style-type: none"> Successfully completed 2023 Professional Development Plan (EDAC Year 1 Fundamentals of Community Economic Development course, EDAC Business Development conference, Pathways to Prosperity Immigration conference, NB Growth Summit, NB Housing Summit, Art of City-Building conference, Mental Resiliency training, First Aid training, and more). 	<ul style="list-style-type: none"> Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<i>By the Numbers (Year to Date)</i>	<ul style="list-style-type: none"> • Tenders Procurements Awarded – 23 • Events attended by Mayor & Council – 151 • Donation & Sponsorship Grants Awarded – 35 • Annual Grants Awarded – 19 • Presentations to Council – 21 • Public Hearings/Presentations – 3 • Concerns Reported – 660 (62% of these have been entered by residents) <ul style="list-style-type: none"> ○ By-law Enforcement – 207 ○ Fire – 6 ○ Parks & Recreation – 198 ○ Public Works – 224 ○ Administration – 1 ○ Zoning – 24 	<ul style="list-style-type: none"> • Service Excellence
<i>Records Information</i>	<ul style="list-style-type: none"> • All staff now have access to the new SharePoint DMS repository. Folders are being monitored to ensure the new system is being used. • All records scheduled for destruction have been identified and prepared. • No open RTIPPA requests. • With the retirement of the current Records Clerk, plans have started for the hiring of a new position. 	<ul style="list-style-type: none"> • Service Excellence
<i>Improved Operational Processes</i>	<ul style="list-style-type: none"> • Worked on a new SharePoint page for Council so relevant information can be found easily. 	<ul style="list-style-type: none"> • Service Excellence
<i>Service Excellence</i>	<ul style="list-style-type: none"> • Presented and attended Orientation Session with Councillor-Elect Gouzoules. • Participated in budget deliberation sessions with Council and Department Directors. • Attended Highway Act Amendments Session • Supported Economic Development Manager in the planning and attended Riverview’s Business Forum. • Met with staff to discuss professional development opportunities for Council. 	<ul style="list-style-type: none"> • Service Excellence • Thriving Community
<i>Employee Relations</i>	<ul style="list-style-type: none"> • Completed final check-ins with staff for 2023. • Held a retirement reception for Rita Gauvin. 	<ul style="list-style-type: none"> • Service Excellence

By-law Enforcement

	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	14	9	113	↑5
Animal Control Licences	97	61	1076	↑36
PARK PATROL				
	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	Monthly Trend Unleashed
	20.79	56	6	↑5

ANIMAL CONTROL ENFORCEMENT REPORT-DECEMBER 2023				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	3	14	116	↓11
Animal Control Licences	144	97	1220	↑47
PARK PATROL				
	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	Monthly Trend Unleashed
	16.75	46	3	↓3

BY-LAW CITATION SUMMARY-November & December 2023	Number Issued	Total Fines
Overnight Winter Parking Ban	168	8400
No Parking	5	250
No Stopping	10	500
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	1	50
No Parking – Fire Lane	0	0
No Parking – Disabled Parking	0	0
No Parking-Snow Removal Operations	0	0
Owner Failed to Remove Animal Feces	0	0
TOTALS	184	9200

BY-LAW ENFORCEMENT REPORT-NOVEMBER 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	0	2
By-law Enforcement General	1	1
Commercial Vehicle	0	0

BY-LAW ENFORCEMENT REPORT-NOVEMBER 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Dangerous or Unsightly Premises	16	0
Encampment	1	1
Flyer Distribution	0	0
Garbage Sorting	1	0
Illegal Dumping	1	0
Improper Use of Town Property	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	1	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	1	0
Off Road Vehicles	0	0
Parking Violations	2	0
Portable Signs	2	0
Rodent Sightings	0	0
Speeding	1	0
Sports on Streets	0	1
Streets-Traffic By-law	2	3
Tall Grass	0	1
Zoning	1	3
TOTALS	30	12

BY-LAW ENFORCEMENT REPORT-DECEMBER 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	0	0
By-law Enforcement General	5	2
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	13	4
Encampment	1	4
Flyer Distribution	0	0
Garbage Sorting	1	1
Illegal Dumping	1	0
Improper Use of Town Property	0	1

BY-LAW ENFORCEMENT REPORT-DECEMBER 2023		
	Number of Files Open this Period	Number of Files Closed this Period
Improper Water Usage	0	0
Maintenance and Occupancy	1	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	0	1
Off Road Vehicles	0	0
Parking Violations	2	2
Portable Signs	1	0
Rodent Sightings	0	0
Speeding	1	0
Sports on Streets	0	0
Streets-Traffic By-law	1	4
Tall Grass	0	0
Zoning	1	1
TOTALS	28	20

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
Unsightly Premises – Fatima	<ul style="list-style-type: none"> • Officer Reed has been in conversation with the owners. Small slow improvements, continuing compliance. • Following site check, a compliance order will be issued. • Large amount of metal, motorcycle parts, wood in driveway, ATVs on front lawn. • Compliance Letter sent.
Unsightly Premises – Coverdale Road	<ul style="list-style-type: none"> • FILE CLOSED • Follow Up by Officer Reed. Fence repaired. • Site visit and phone call to complainant, compliance letter follow up. • Complaint of fence falling down, compliance letter sent to repair.
Unsightly Premises – McDowell	<ul style="list-style-type: none"> • FILE CLOSED • Officer Reed visited property and spoke to residents. They complied with verbal warning and compliance date was given.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	<ul style="list-style-type: none"> • Site to be checked and either contact made and/or compliance letter sent. • Concerns of refuse being placed in trailer located on front of property. Site inspection to be completed
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	<ul style="list-style-type: none"> • Unsightly Premises – Anticipated Action 2024
Unsightly Premises – Canterbury Avenue	<ul style="list-style-type: none"> • Ongoing • New owner anticipated repairs to be done, continue to monitor. • 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 – Other - Dayton Court	<ul style="list-style-type: none"> • No new complaints. Accused still incarcerated until the new year. • Accused still incarcerated until December 2023. • Accused arrested and incarcerated until next court dates in September. • 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.

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
Unsightly Premises – Buckingham	<ul style="list-style-type: none"> • FILE CLOSED • Tarp removed and only small amount of items next to garage remain. • New complaint received – follow-up needed. • Clean up occurring – no new complaints. • Debris removed from driveway, possible items still under garage. No new complaints • Plastic dome garage with a lot of debris in driveway. • Investigating
Unsightly Premises – Leonard Street	<ul style="list-style-type: none"> • New officer in training for Unsightly. Will be added to their schedule to complete when there is no clearing operations. • Large amount of items on property – not in compliance. Inspection letter sent for September.
Unsightly Premises – Runnymede Road	<ul style="list-style-type: none"> • Ongoing • Vehicle parts, etc. on property

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

- Reminder for Council to attend the State of the Tri-Community event organized by the Chamber of Commerce for Greater Moncton on January 25th at 7:30 am at the Delta Beauséjour.
- Reminder for Council to confirm date availabilities for the next Community Economic Development Council Session.
- Director attended the First Aid Refresher Course.

