

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



To: Mayor & Council  
 Prepared by: Annette Crummey, Director  
 Date: February 26, 2024  
 Month & Year: January, 2024

**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>• Attended the Southeast Regional Service Commission’s Municipal Retreat on their Economic Development Strategic/Action Plan and suite of support services for communities.</li> <li>• Participated in Southeast Labourforce Market Partnership Council meeting to discuss 2024 priorities and working group restructure.</li> <li>• Met with Regional Southeast Service Commission and Economic Development offices from the tri-community.</li> <li>• Participated in Housing Growth Strategy consultation organized by the Southeast Regional Service Commission.</li> <li>• Attended the Government of New Brunswick’s Tax Sale/Property Auction as research to explore idea for a Land Bank for Housing.</li> <li>• Attended Canadian Mortgage and Housing Corporation Programs Overview info session.</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>• Gathered economic development insights and attended the State of the Tri-Community event organized by the Chamber of Commerce for Greater Moncton.</li> <li>• Presented municipal updates at the Chamber of Commerce for Greater Moncton board of directors meeting.</li> <li>• Evaluated feasibility and timing of idea for Bridgedale and Gunningsville Development Masterplan, concluded to focus on municipally-led development initiatives that have higher impact potential on residential and commercial development in alignment with the respective action plans</li> </ul>	<ul style="list-style-type: none"> <li>• Thriving Community</li> <li>• Service Excellence</li> </ul>

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	<p>deriving from the Commercial Market Threshold Report and the Affordable Housing Strategy.</p> <ul style="list-style-type: none"> <li>• Met as Tri-Community Economic Development Team to discuss shared priorities and individual projects for 2024.</li> <li>• Met with housing experts from municipalities of Moncton, Saint-John, and Northumberland to research municipally-led Affordable Housing Grant programs.</li> <li>• Coordinated 2<sup>nd</sup> Council Workshop on vision, mission, and values for the Community Economic Development Strategy and brainstormed future project ideas.</li> <li>• Met with 4 local developers to discuss prospective projects.</li> <li>• Met with 2 entrepreneurs to discuss eligibility criteria for the Town's Commercial Development Grant.</li> <li>• Marketing campaign delivered and ongoing to promote Commercial Development Grant in Atlantic Business Magazine, media, and social media channels.</li> <li>• Supporting the Town's Municipal Plan Review and attended committee kick off meeting.</li> <li>• Met with the Town's Development Review Team.</li> <li>• Building permit value stands at just over \$684k YTD, allocated through a single residential permit.</li> <li>• Represented the Town at entrepreneurship event organized by Venn Innovation.</li> </ul>	
<b><i>Immigration</i></b>	<ul style="list-style-type: none"> <li>• Hosted the Greater Moncton Local Immigration Partnership Council meeting at Town Hall; Francesco Calazzo appointed as Chair.</li> <li>• Met with GMLIP Executive Council to discuss roll out of the Community-Based Plan and newcomer survey approach.</li> <li>• Advocated alongside the Chamber of Commerce for Greater Moncton, settlement agencies, local post-secondary education establishments, and tri-municipality to revoke federal appointed international student cap.</li> <li>• Received presentation from Multicultural Agency of the Greater Moncton Area on performance of the 2023 Asylum Seeker Campaign, results showed: <ul style="list-style-type: none"> <li>○ 172 refugee claimants were assisted since last March;</li> <li>○ Accommodations is the largest expense (65% of campaign spend);</li> <li>○ Families are the most predominant client group;</li> <li>○ Arrivals continue to trend high and concerns remain on long-term housing options for claimants;</li> </ul> </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>○ Collaboration with IRCC, the Refugee clinic, municipalities of Moncton, Dieppe, Riverview, and local shelters continues to drive success.</li> <li>● Officially launched Newcomer Guides; these are available <a href="#">online</a> and at all Town facilities.</li> <li>● Represented the Town at showcasing event and forum for afro-descendant women entrepreneurs organized by City of Dieppe.</li> </ul>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Completed WHMIS training.</li> </ul>	<ul style="list-style-type: none"> <li>● Service Excellence</li> </ul>

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<b>By the Numbers (Year to Date)</b>	<ul style="list-style-type: none"> <li>● Tenders Procurements Awarded – 6</li> <li>● Events attended by Mayor &amp; Council – 6</li> <li>● Donation &amp; Sponsorship Grants Awarded – 0</li> <li>● Annual Grants Awarded – 0</li> <li>● Presentations to Council – 2</li> <li>● Public Hearings/Presentations – 0</li> <li>● Concerns Reported – 60               <ul style="list-style-type: none"> <li>○ By-law Enforcement – 13</li> <li>○ Fire – 0</li> <li>○ Parks &amp; Recreation – 6</li> <li>○ Public Works – 14</li> <li>○ Administration – 0</li> <li>○ Zoning – 1</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>● Job description is being reviewed for this position to prepare for hiring.</li> </ul>	<ul style="list-style-type: none"> <li>● Service Excellence</li> </ul>
<b>Improved Operational Processes</b>	<ul style="list-style-type: none"> <li>● Staff met with eScribe to explore more ways to use the many different options with the software.</li> </ul>	<ul style="list-style-type: none"> <li>● Service Excellence</li> </ul>
<b>Service Excellence</b>	<ul style="list-style-type: none"> <li>● Began work on a province wide committee to review and update the Local Government Resource Guide. This guide will be a good source of information for both staff and Council throughout New Brunswick.</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>● Director and staff attended the annual Employee Presentation.</li> </ul>	<ul style="list-style-type: none"> <li>● Service Excellence</li> </ul>

## By-law Enforcement

ANIMAL CONTROL ENFORCEMENT REPORT-JANUARY 2024					
	Current Month	Previous Month	Annual Total		Monthly Trend
Animal Control Issues	8	3	8		↑5
Animal Control Licences	140	144	140		↓4
PARK PATROL					
No. of Patrols	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	No. of Warnings	Monthly Trend Unleashed
65	20.92	56	6	6	↑3

BY-LAW CITATION SUMMARY-JANUARY 2024	Number Issued	Total Fines
Overnight Winter Parking Ban	125	6250
No Parking	2	100
No Stopping	0	0
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	0	0
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
<b>TOTALS</b>	<b>127</b>	<b>6350</b>

BY-LAW ENFORCEMENT REPORT-JANUARY 2024		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	1	0
By-law Enforcement General	0	4
Commercial Vehicle	0	1
Dangerous or Unsightly Premises	11	3
Encampment	2	1
Flyer Distribution	1	0
Garbage Sorting	1	2
Illegal Dumping	0	1
Improper Use of Town Property	0	0
Improper Water Usage	0	0

<b>BY-LAW ENFORCEMENT REPORT-JANUARY 2024</b>		
	<b>Number of Files Open this Period</b>	<b>Number of Files Closed this Period</b>
Maintenance and Occupancy	1	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	0	0
Off Road Vehicles	0	2
Parking Violations	0	5
Portable Signs	0	2
Rodent Sightings	0	0
Speeding	1	0
Sports on Streets	0	0
Streets-Traffic By-law	0	1
Tall Grass	0	0
<b>TOTALS</b>	<b>18</b>	<b>22</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>
January report not available due to vacation	•

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

- Members of Council and staff attended the State of the Tri-Community event organized by the Chamber of Commerce for Greater Moncton on January 25<sup>th</sup>.