

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



To: Mayor & Council

Prepared by: Annette Crummey, Director

Date: March 25, 2024

Month & Year: February-March 2024

**Departmental Objectives Update**

| ECONOMIC DEVELOPMENT              |  |  |
|-----------------------------------|--|--|
| Objectives                        | Actions  | Strategic Themes   |
| <b><i>Regional Activities</i></b> | <ul style="list-style-type: none"> <li>Participated in Southeast Labourforce Market Partnership (SLMP) Council meeting.</li> <li>Appointed to the SLMP Future Needs working group.</li> <li>Attended Atlantic Community of Practice webinar in partnership with the Community Housing Transformation Centre and the Canadian Mortgage and Housing Corporation.</li> <li>Noteworthy provincial economic trends from 2016-2023: <ul style="list-style-type: none"> <li>Population is growing strongly, leading to workforce expansions all around NB.</li> <li>Economic growth has recovered to an average of 1.7%/year compared to less than 0.5%/year for previous years 2007 to 2016.</li> <li>Business investment, excluding housing, continues to be quite weak.</li> </ul> </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>Prepared <i>Affordable Housing Resource Plan - Q1 Update</i> report, per commitment to Council last December (see attachment).</li> <li>Represented the Town at Business After Hours event organized by the Chamber of Commerce for Greater Moncton, alongside Mayor and Community Engagement Worker - Business.</li> <li>Met with CAO and Planner/Development Officer to discuss Municipal Plan Review priorities and committee meeting structure.</li> </ul>  | <ul style="list-style-type: none"> <li>Thriving Community</li> <li>Service Excellence</li> </ul> |

| ECONOMIC DEVELOPMENT            |   |  |
|---------------------------------|---|--|
| Objectives                      | Actions   | Strategic Themes   |
|                                 | <ul style="list-style-type: none"> <li>Met as internal cross-functional development team to discuss upcoming housing-related capital projects and ideas.</li> <li>Met with Parks to discuss municipal amenities with economic development potential.</li> <li>Met with Community Engagement Worker – Business to discuss updates, and collaborative partnerships and priorities.</li> <li>Led Economic Development Facts Sheet press approval in collaboration with Communications Manager, asset launch and delivery planned for early April.               <ul style="list-style-type: none"> <li>Developing key fact sheets/marketing package to use as promotional material to stimulate commercial development was an action derived from the Commercial Market Threshold Study.</li> </ul> </li> <li>Labourforce and Employment trends for the Moncton CMA (includes Riverview) for Q4 of 2023 show:               <ul style="list-style-type: none"> <li>Labourforce stands strong at 95.2k, an increase of 2k people over one year mainly attributed to new arrivals.</li> <li>Employment rate fell by 2.3% compared to Q4 of 2022 and stands at 61.4% (influenced by the aging population and subsequent mass retirements).</li> <li>Number of jobs increased by a total of 700, or 0.8% over the last 2 years.</li> </ul> </li> </ul> |  |
| <b>Immigration</b>              | <ul style="list-style-type: none"> <li>Appointed to the Greater Moncton Local Immigration Partnership (GMLIP) Labour Market &amp; Attraction Working Group.</li> <li>Attended GMLIP Council Meeting to discuss Community Based Plan and next steps.</li> <li>Met with Multicultural Agency of the Greater Moncton Area to review municipal grant and sponsorship opportunities.</li> <li>Met with New Brunswick Refugee Clinic to review municipal grant and sponsorship opportunities.</li> </ul>  | <ul style="list-style-type: none"> <li>Safe and Inclusive Community</li> <li>Thriving Community</li> </ul> |
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>Signed up for Year 2 – Advancing Economic Development Opportunities, working towards obtaining Economic Development Association of Canada professional accreditation.</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 – 8</li> <li>• Events attended by Mayor &amp; Council – 14</li> <li>• Donation &amp; Sponsorship Grants Awarded – 8</li> <li>• Annual Grants Awarded – 19</li> <li>• Presentations to Council – 5</li> <li>• Public Hearings/Presentations – 0</li> <li>• Concerns Reported – 102 <ul style="list-style-type: none"> <li>○ By-law Enforcement – 31</li> <li>○ Fire – 0</li> <li>○ Parks &amp; Recreation – 11</li> <li>○ Public Works – 20</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>• Interviews will be scheduled before the end of first quarter.</li> <li>• Received one RTIPPA Request</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>• In collaboration with the City of Moncton and the Community of Maple Hills, worked on a detailed presentation for new clerks. This will be useful in training the new Clerk for Riverview.</li> </ul>  | <ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>                               |
| <b>Service Excellence</b>             | <ul style="list-style-type: none"> <li>• Staff worked on updating the Annual Report for 2023</li> <li>• Prepared Open House for 2024 Local Improvements</li> <li>• Attended meetings for the Municipal Plan Review Committee</li> <li>• Prepared for Local Improvement Public Hearing</li> <li>• Prepared for Hillsborough Rezoning Public Hearing</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 worked with HR and Finance to create job description for new position of Information and Compliance Administrator</li> <li>• Director worked with HR to create new job description for the hiring of a Town Clerk</li> <li>• Completed interviews for By-law Enforcement summer student</li> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>                               |

## By-law Enforcement

|                         | Current Month | Previous Month   | Annual Total          | Monthly Trend |
|-------------------------|---------------|------------------|-----------------------|---------------|
| Animal Control Issues   | 16            | 8                | 24                    | ↑ 8           |
| Animal Control Licences | 103           | 140              | 243                   | ↓ 37          |
| No. of Patrols          | No. of Hours  | No. of Dogs Seen | No. of Dogs Unleashed |               |
| 45                      | 20            | 89               | 6                     |               |

| <b>BY-LAW CITATION SUMMARY-FEBRUARY 2024</b> | <b>Number Issued</b> | <b>Total Fines</b> |
|--|----------------------|--------------------|
| Overnight Winter Parking Ban                 | 38                   | 1900               |
| 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>40</b>            | <b>2000</b>        |

| <b>BY-LAW ENFORCEMENT REPORT-JANUARY 2024</b> |   |   |
|---|---|---|
|   | <b>Number of Files Open<br/>this Period</b> | <b>Number of Files<br/>Closed this Period</b> |
| Animal Control                                | 2   | 0   |
| By-law Enforcement General                    | 3   | 2   |
| Commercial Vehicle                            | 0   | 0   |
| Dangerous or Unsightly Premises               | 11  | 0   |
| Encampment                                    | 3   | 0   |
| Flyer Distribution                            | 1   | 0   |
| Garbage Sorting                               | 0   | 1   |
| Illegal Dumping                               | 0   | 1   |
| Improper Use of Town Property                 | 0   | 0   |
| Improper Water Usage                          | 0   | 0   |
| Maintenance and Occupancy                     | 1   | 0   |
| Mobile Vendors & Pedlars                      | 0   | 0   |
| Noise Complaints                              | 0   | 0   |
| Off Road Vehicles                             | 0   | 1   |
| Parking Violations                            | 0   | 10  |
| Portable Signs                                | 1   | 0   |
| Rodent Sightings                              | 0   | 0   |
| Speeding                                      | 1   | 0   |
| Sports on Streets                             | 0   | 0   |
| Streets-Traffic By-law                        | 0   | 1   |
| Tall Grass                                    | 0   | 0   |

| BY-LAW ENFORCEMENT REPORT-JANUARY 2024 |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
|  | Number of Files Open<br>this Period | Number of Files<br>Closed this Period |
| TOTALS                                 | 23                                  | 16                                    |

| BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top) |  |
|---|--|
| File Type   | Update (new updates are highlighted)   |
| Unsightly Premises - Fatima   | Large amount of metal, motorcycle parts, wood in driveway, atvs on front lawn, compliance letter sent. Follow up site check, compliance order to be issued. Officer Reed has been in conversation with residents, small slow improvements, continuing compliance. Winter weather slowing pace of progress. Yard still has some debris, gradual progress on garage being constructed, follow-up site visit will be conducted in March 2024  |
| Unsightly Premises - Pitt Street  | Debris in yard, file being investigated  |
| Unsightly – Other - Dayton Court  | Two complaints received concerning various issues at this residence. RCMP have been requested to assist and have indicated they will. No further complaints from resident to By-Law enforcement, RCMP apparently dealing with issues. Continue to monitor. Meeting to discuss issues planned for June 2023. Accused arrested and incarcerated until next court dates in November 2023. Accused still incarcerated until Dec 2023. No New Complaints Accused still incarcerated until March 2024. RCMP attended residence arrested several individuals. No new Complaints. Residents recommended to contact RCMP if violations witnessed. |
| Unsightly Premises -Runnymede Road  | Vehicle parts etc. on property. Will look into file between overnight parking and encampments. Site inspection planned for spring.   |
| Unsightly Premises – Hillsborough Road  | Resident complained of messy yard located on Hillsborough Road, Compliance letter to be sent. Ongoing. New inspection to occur in the spring.  |
| Unsightly Premises – Sherwood Avenue  | Unsightly Premises – Anticipated Action 2024   |
| Unsightly Premises – Leonard Street   | Large number of items on property not in compliance, inspection letter sent for September. no follow up until new officer is hired, appointed, and trained. New Officer in training for Unsightly,   |

| BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top) |   |
|---|---|
| File Type   | Update (new updates are highlighted)  |
|   | <p>will be added to the to do list when overnight parking is not taking place.</p> <p>Unable to complete thorough site inspection due to snow, file on hold until spring.</p> |
| Unsightly Premises – Irving Road  | <p>Derelict vehicles, compliance letter to be sent.</p> <p>Site inspection to be completed in spring 2024</p>   |

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

- Please see the *Affordable Housing Resource Plan - Q1 Update* report available in the attachment.