

Town of Riverview
DEVELOPMENT & LEGISLATIVE SERVICES
DEPARTMENT MONTHLY REPORT



To: Mayor & Council

Prepared by: Annette Crummey, Director/Town Clerk

Date: April 22, 2024

Month & Year: March-April, 2024

Departmental Objectives Update

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
<i>Regional Activities</i>	<ul style="list-style-type: none"> Signed partnership agreement with Atlantic Economic Council to receive economic development reports and research that will be leveraged in the formulation of Riverview's Community Economic Development Strategy. Met with Southeast Regional Service Commission on April 11th to discuss Riverview-specific priorities and sector opportunities following Municipal Retreat event. 	<ul style="list-style-type: none"> Thriving Community
<i>Local Activities</i>	<ul style="list-style-type: none"> Signed sponsorship agreement with Greater Moncton Roméo LeBlanc International Airport, alongside Dieppe and Moncton, to attend Cargo and Economic Growth Forum June 10th. <ul style="list-style-type: none"> Subsequent imports/exports strategy and report to inform our own Riverview Community Economic Development Strategy Meeting monthly with CAO and Director to discuss Affordable Housing action plan updates and priorities. As research towards Riverview's own policy, met with 3 municipalities (Saint John, Moncton, and Northumberland) to understand how their affordable housing grant's function. Met with CAO and Directors to identify prospective capital infrastructure projects related to housing. Collaborating with CAO, Urban Planner, and Parks Director to devise approach for Surplus Land Policy and housing-related Land Bank initiatives. Presented housing demand and immigration trends at Municipal Plan Review Committee. 	<ul style="list-style-type: none"> Thriving Community Service Excellence

ECONOMIC DEVELOPMENT		
Objectives	Actions	Strategic Themes
	<ul style="list-style-type: none"> Met as internal, cross-functional development team to discuss upcoming housing-related capital projects and ideas. Met with Community Engagement Worker – Business to discuss shared initiatives, collaborative partnerships, and priorities. Collaborating with Community Engagement Worker – Business and Communications to update Economic Development website pages. Met with 11 developers in Q1 to review the Commercial Development Grant and its eligibility criteria for prospective projects. Updated Economic Development section of the Town’s 2023 Annual Plan to ensure accuracy in data and initiative reporting. Delivered Economic Development Marketing Package as an action item deriving from the Commercial Market Threshold Study. <ul style="list-style-type: none"> Promotional campaign planned for April-May. 	
Immigration	<ul style="list-style-type: none"> Appointed to the Greater Moncton Local Immigration Partnership (GMLIP) Labour Market & Attraction Working Group. Meeting monthly with Immigration Dieppe, Moncton, and Riverview Team to discuss shared projects and priorities. Completed SettleNet training, a portal for newcomer resources, April 10th. Attended New Brunswick Multicultural Council ImVisible NB Domestic Violence Impact presentation with the Multicultural Agency of the Greater Moncton Area, March 13th. In partnership with Dieppe and Moncton, develop and review the new 2024 “Boosting Retention: Greater Moncton Immigration Trends Report” by David Campbell. Continuous promotion of Newcomer Guide resource on Town channels and facilities. <ul style="list-style-type: none"> Paid and organic content running on social media until May. 	<ul style="list-style-type: none"> Safe and Inclusive Community Thriving Community
Professional Development	<ul style="list-style-type: none"> Signed up for First Aid Refresher, happening June 18th. Attending Pension Information Session, happening April 18th. Attending monthly safety talks. 	<ul style="list-style-type: none"> Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
By the Numbers (Year to Date)	<ul style="list-style-type: none"> • Tenders Procurements Awarded – 11 • Events attended by Mayor & Council – 21 • Donation & Sponsorship Grants Awarded – 14 • Annual Grants Awarded – 19 • Presentations to Council – 2 • Public Hearings/Presentations – 3 • Concerns Reported – 111 <ul style="list-style-type: none"> ○ By-law Enforcement – 54 ○ Fire – 0 ○ Parks & Recreation – 21 ○ Public Works – 33 ○ Administration – 0 ○ Zoning – 3 	<ul style="list-style-type: none"> • Service Excellence
Privacy & Requests for Information	<ul style="list-style-type: none"> • Two RTIPPA Requests have been received and completed this year. • Records information will transfer over to the Finance & IT department for the next report. 	<ul style="list-style-type: none"> • Service Excellence
Improved Operational Processes	<ul style="list-style-type: none"> • Worked with staff on appropriate response to loitering and vandalism issues. 	<ul style="list-style-type: none"> • Service Excellence
Service Excellence	<ul style="list-style-type: none"> • Prepared for Whitepine-Pine Glen Public Hearing. • Clerk training presentation is complete and will be offered to all clerks in the province on May 2 & 3. 	<ul style="list-style-type: none"> • Service Excellence • Thriving Community
Employee Relations	<ul style="list-style-type: none"> • A student By-law Enforcement Officer, Samuel Acatincai, has been hired for the summer. He begins work on June 3. • Recruitment for the Town Clerk position is ongoing. • First quarter check-ins with all employees have been completed. • Non-Bargaining staff attended a Training and Employee Engagement Session. • April's Safety Talk was on Cyber Security. 	<ul style="list-style-type: none"> • Service Excellence

By-law Enforcement

	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	6	16	30	↓ 10
Animal Control Licences	92	103	335	↓ 11
No. of Patrols	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	
80	26.07	115	8	

BY-LAW CITATION SUMMARY-MARCH 2024	Number Issued	Total Fines
Overnight Winter Parking Ban	59	2950
No Parking	2	100
No Stopping	0	0
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	62	3100

BY-LAW ENFORCEMENT REPORT-JANUARY 2024		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	5	2
By-law Enforcement General	5	3
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	14	0
Encampment	1	2
Flyer Distribution	0	1
Garbage Sorting	2	0
Illegal Dumping	0	0
Improper Use of Town Property	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	2	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	1	0
Off Road Vehicles	0	0
Parking Violations	1	7
Portable Signs	0	1
Rodent Sightings	1	1
Speeding	1	1
Sports on Streets	1	0
Streets-Traffic By-law	0	0
Tall Grass	0	0

BY-LAW ENFORCEMENT REPORT-JANUARY 2024		
	Number of Files Open this Period	Number of Files Closed this Period
TOTALS		

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
Unightly Premises - Fatima	<p>Site inspection completed and compliance letter sent.</p> <p>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</p>
Unightly Premises - Pitt Street	<p>Yard cleaned and now in compliance. File Closed.</p> <p>Debris in yard, file being investigated</p>
Unightly Premises - Canterbury	<p>Concerns raised regarding the structural soundness; roof looks like requires work. Work on roof replacement and repairs planned with co-owner. Continue to monitor. New Owner anticipated. New Owner anticipated repairs to be done, continue to monitor or issue notification of inspection. No new updates.</p>
Unightly Premises - Carnation	<p>Tires etc. on property, MES will look into file.</p>
Unightly Premises – Hillsborough Road	<p>Resident complained of messy yard located on Hillsborough Road, Compliance letter to be sent. Ongoing. New inspection to occur in the spring.</p>
Unightly Premises – Sherwood Avenue	<p>Unightly Premises – Anticipated Action 2024</p>
Unightly Premises – Leonard Street	<p>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 Unightly, 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>
Unightly – Other - Dayton Court	<p>Two complaints received concerning various issues at this residence. RCMP have been</p>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT – (most recent comments on top)	
File Type	Update (new updates are highlighted)
	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 - Montgomery	Large amount of bags of garbage on property. MES looking into file
Maintenace Standard - Candlewick	Moose head and pelt in yard attracting rodents etc.
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 – Irving Road	Derelict vehicles, compliance letter to be sent. Site inspection to be completed in spring 2024

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