

**Town of Riverview  
Human Resources  
DEPARTMENT MONTHLY REPORT**



To: Colin Smith, CAO

Prepared by: Human Resources Department

Date: March 12, 2025

Month & Year: March 2025

---

**Section 1: Operational Dashboard**

**March 2025**

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	2	4	<2024
Employee- Fulltime	116	116	=2024
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.79%	1.05	<2024

**We have 1 Employee currently out due to workplace injuries.**

**Talk of the Town Points Program: March 2025**

Department	≥50 Points
Parks, Recreation & Community Relations	27 (78%)
Engineering & Public Works	21 (66%)
Fire & Rescue	18 (67%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	21 (100%)
<b>All Departments</b>	<b>87 (76%)</b>

**Recruitment Metrics**

**2025 – 42 job openings (Including Summer Students)**

**35/7 – Job postings are closed to date.**

**Job Openings for 2025**

Position	Department	Posted	Status
2025 - Summer Student Recruitment	Parks, Recreation & Community Relations - Engineering and Public Works. HR & Corporate service. Finance & IT	December 17, 2025	We have hired (28) summer students within several positions. There are still three vacant positions, and we are currently in the interview stage to fill them.

Training Officer	Fire & Rescue	January 10, 2025	Hired Matt Phillips will be promoted on March 17, 2025 to new position.
Casual Labour – (4 months Term)	Parks, Recreation & Community Relations - Pool	January 08, 2025	PT Employee hired – Cara Steeves, will start on Marh 17, 2025 for 4 months.
Community Recreation Worker – Aquatics – (18 Months Term)	Parks, Recreation & Community Relations - Pool	January 10, 2025	Hired Zackary D. C. Breau, will start on March 18, 2025
Utility Worker III –4 months Term	Parks, Recreation & Community Relations	January 20, 2025	The position was cancelled.
Equipment Operator II	Engineering and Public Works	November 12, 2024	We have received 27 applications and are currently reviewing them. Interviews will be scheduled for next week.
Deputy Chief of Fire Prevention	Fire & Rescue	March 10, 2025	The position has been posted, and we are receiving applications.
Project Coordinator	Parks, Recreation & Community Relations	March 10, 2025	New position added, to support in managing energy efficiency projects, facility upgrades, and climate resilience initiatives in alignment with the Town's Capital Plan and the Corporate & Community Energy and Emissions Plan (CCEEP).
Traffic & Transportation Supervisor	Engineering and Public Works	March 10, 2025	New Position added to oversee the daily operations of traffic engineering and transportation systems

HUMAN RESOURCES	
Objectives	Actions
HR & Communications Operational Management Oversights	<ul style="list-style-type: none"> <li>Conducting interviews for the above posted postings, prepared questions, and scheduling. Orientation sessions for new Part time employees conducted early February (online) Issued the offer letters to all newly hired employees.</li> <li>Department Bi-Weekly Meetings</li> <li>DMS Record Keeping for HR Files</li> <li>The contract for The Canadian Council on Rehabilitation and Work for the one summer students' positions that will extend his contract until the Fall was issued and sent to them.</li> <li>Statistics Canada application for the first quarter have been filled.</li> </ul>

Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> <li>• Reviewing and collecting 2024 objectives for the non-bargaining employees</li> <li>• Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting.</li> <li>• One-on-One meetings have been scheduled for employees who are eligible to retire.</li> <li>• Retirement Plans and discussions with 1 employees to date in 2025.</li> <li>• Reviewing Health and Dental Benefits for town employees.</li> <li>• IAFF and CUPE Prep for Negotiations for Collective Bargaining.</li> <li>• Compensation review for employees within CUPE.</li> <li>• Compensation review for non-bargaining employees</li> <li>• EAP Communications and increased support for all employees and their families.</li> </ul>
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> <li>• As of March 2025, 99% of employees participated in the Talk of the Town program and 76% reached the 50-point tier or above.</li> <li>• In March, employees gained points by completing mandatory training and submitting team photos.</li> <li>• There have been 68 Employee Spotlight Nominations in 2025 so far.</li> <li>• Continued to foster employee relationships within departments.</li> <li>• Provided Coaching for other Directors in team building and relationship building.</li> <li>• Encouraged Employee collaboration between different departments.</li> <li>• Reviewing The 4-day workweek for 2025 season.</li> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• The 2025 WHMIS Training sent to all employees- currently have over 10% employees that have completed this online training</li> <li>• The new First Aid training dates have been sent to all employees, along with a list indicating which employees will attend one day and which will attend two days.</li> <li>• Prepared and sent the Monthly Safety Talks to employees (Including awareness posters), ensuring each month covered a different topic.</li> <li>• Monthly JHSC meeting (Prepare reports and any outstanding actions).</li> </ul>