

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



To: Mayor & Council

Prepared by: Karyann Ostroski, Town Clerk

Date: March 24, 2025

Month & Year: February 2025

**Departmental Objectives Update**

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<b><i>By the Numbers (Year to Date)</i></b>	<ul style="list-style-type: none"> <li>• Tenders Procurements Awarded –6</li> <li>• Events attended by Mayor &amp; Council – 15</li> <li>• Donation &amp; Sponsorship Grants Awarded –5</li> <li>• Annual Grants Awarded – 24</li> <li>• Presentations to Council – 1</li> <li>• Public Hearings/Presentations –0</li> <li>• Concerns Reported –93               <ul style="list-style-type: none"> <li>○ By-law Enforcement –35</li> <li>○ Fire – 0</li> <li>○ Parks &amp; Recreation –14</li> <li>○ Public Works – 36</li> <li>○ Administration –2</li> <li>○ Zoning – 6</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>
<b><i>Privacy &amp; Requests for Information</i></b>	<ul style="list-style-type: none"> <li>• No RTIPPA Requests were received in January or February 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>
<b><i>Improved Operational Processes</i></b>	<ul style="list-style-type: none"> <li>• Town Clerk working on improved process for eScribe utilization after the launch of eScribe 6 (date TBD).</li> <li>• Town Clerk working to make minor update to various By-Laws to reflect the Local Governance Act instead of the Municipalities Act.</li> <li>• The <a href="#">online form</a> for dispute of parking tickets has been developed and available on the Town’s website.</li> </ul>	<ul style="list-style-type: none"> <li>• Service Excellence</li> </ul>

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<b><i>Service Excellence</i></b>	<ul style="list-style-type: none"> <li>Town Clerk working with Engineering on drainage issues on Rosebank Crescent. One property fully compliant and flag of property removed.</li> <li>Town Clerk planning for professional development/ Code of Conduct training for Council in May 2025.</li> <li>A full review of all By-Laws on our website is currently underway to ensure they are up to date and improve viewing experience on website.</li> <li>Town Clerk registered to attend two workshops in March as part of the Municipal Management Training Program.</li> <li>Town Clerk working on the consolidation of the Stop up and Close By-Law.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> <li>Thriving Community</li> </ul>
<b><i>Employee Relations</i></b>	<ul style="list-style-type: none"> <li>The Safety Talk for March was presented by Tyla Finlay on Sleep Health.</li> <li>Interviews for the Student By-Law Enforcement Officer conducted and position filled. Resolution to appoint this Student Officer will be brought forward in April or May.</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>

## By-law Enforcement

ANIMAL CONTROL STATISTICS February 2025				
	Current Month	Previous Month	Annual Total	Monthly Trend
Animal Control Issues	16	11	27	5↑
Animal Control Licences	91	153	244	↓62
PARK PATROL				
Number of Patrols	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	
46	36.89	128	8	

BY-LAW CITATION February 2025	Number Issued	Total Fines
Overnight Winter Parking Ban warnings	0	0
Overnight Winter Parking Ban citations	121	\$6,050
No Parking/No Stopping Zone	2	\$100
Excessive Noise Violation	0	0
Commercial Vehicle/Trailer on Street	0	0
No Parking – Fire Lane	0	0

<b>BY-LAW CITATION February 2025</b>	<b>Number Issued</b>	<b>Total Fines</b>
No Parking – Disabled Parking	1	\$50
Using sidewalk other than for pedestrian use	1	\$50
No Parking-Snow Removal Operations	0	0
Owner Failed to Remove Animal Feces	0	0
Fines issued for Dog infractions	0	\$50
<b>TOTALS</b>	<b>125</b>	<b>\$6300</b>

<b>BY-LAW ENFORCEMENT REPORT – February 2025</b>		
	<b>Number of Files Open this Period</b>	<b>Number of Files Closed this Period</b>
Animal Control	4	0
By-law Enforcement General	1	8
Commercial Vehicle	0	0
Dangerous or Unsightly Premises	0	0
Encampment	1	0
Flyer Distribution	0	0
Garbage Sorting	0	0
Illegal Dumping	0	0
Improper Water Usage	0	0
Maintenance and Occupancy	0	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	0	0
Off Road Vehicles	0	0
Parking Violations	5	3
Portable Signs	0	0
Rodent Sightings	0	0
Speeding	0	0
Sports on Streets	0	0
Streets-Traffic By-law	1	0
Syringes and Needles	0	0
Tall Grass	0	0
Zoning	0	0
<b>TOTALS</b>	<b>12</b>	<b>11</b>

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT		
File Type	Update (new updates are highlighted)	Status
Encampment – Irving Road area (woods South of residents near Stevens St)	<p>Resident reports large encampment on private property to the South of Irving Road. Attempting to contact property owners.</p> <p>Property owners contacted, notified of planned inspection February. <i>Inspection completed, not on original PID, second inspection to be completed (to verify specific structure location), and notify owners.</i></p>	Ongoing
Dangerous or Unsightly – Point Park	<p>Large amount of household items including several bags located on property, letters mailed, posted and hand delivered to owner. <i>Owner removed all items on property, now in compliance.</i></p>	File Closed
Encampment – Biggs Drive	<p>Report of someone residing in sheds by Dog Park. <i>Building secured, fence repaired.</i></p>	File Closed