

Town of Riverview
 Human Resources
 DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Human Resources Department

Date: October 20, 2025

Month & Year: October 2025

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	5	4	>2024
Employee- Fulltime	118	116	=2024
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	4%	1%	>2024

We have 1 Employee currently out due to workplace injuries.

Talk of the Town Points Program: September 2025

Department	≥50 Points
Parks, Recreation & Community Relations	34 (94%)
Engineering & Public Works	25 (76%)
Fire & Rescue	25 (89%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	20 (91%)
All Departments	105 (87%)

Recruitment Metrics

2025 – 63 job openings (Including 31 Summer Students job)

2025 - 10 vacant Volunteer Firefighter open

57/63 – Job postings are closed to date.

Job Openings for 2025

Position	Department	Posted	Status
Engineering Technologist	Engineering and Public Works	May 12, 2025	Selected candidate for the position withdrew their application. Position reposted October 3, 2025.
Water Control Technologist	Engineering and Public Works	July 21, 2025	Selected candidate for the position withdrew their application. Position reposted October 3, 2025.
Volunteer Firefighter	Fire & Rescue	July 24, 2025	1st assessment completed. Interviews are being scheduled.

Clerk Receptionist– Finance	Finance & IT	August 11, 2025	Hired Megan Landry who started on October 1, 2025.
Human Resources Manager	Human Resources & Corporate Services	August 12, 2025	Hired Katrina Smallman who started October 6, 2025.
Utility Worker III	Parks, Recreation & Community Relations	August 6, 2025	Hired Jeff LeBlanc, who started October 11, 2025.
Town Clerk (Acting)	Human Resources & Corporate Services	Internal Hire	Hired Mareika Dow, who started on October 20, 2025.
Firefighter / Paramedic	Fire & Rescue	September 18, 2025	Assessments are being scheduled.
Utility Worker I	Parks, Recreation & Community Relations	October 8, 2025	Accepting applications.

HUMAN RESOURCES	
Objectives	Actions
HR & Communications Operational Management Oversights	<ul style="list-style-type: none"> • Conducting interviews for the above postings, preparing questions, and scheduling orientation sessions for new employees. • Issued offer letters to all newly hired employees. • Department Bi-Weekly Meetings. • DMS Record Keeping for HR Files. • Have received the first & second payment from S.E.E.D. with amount of \$7,351.82 • Have received the approval of the Canada Summer Job for that covers two summer students.
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> • Reviewing and collecting 2025 objectives for the non-bargaining employees • Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting. • One-on-One meetings have been scheduled for employees who are eligible to retire. • Retirement Plans and discussions with 2 employees to date in 2025. • Reviewing Health and Dental Benefits for town employees. • IAFF Collective Agreement signed at the end of August. • CUPE Prep for Negotiations for Collective Bargaining began this month – 3 day sessions scheduled. • Compensation review for non-bargaining employees • EAP Communications and increased support for all employees and their families. • Switching Benefits provider from Manulife to Medavie Blue Cross effective November 1, 2025. Generating reports, weekly calls and discussions on new provider. • Coordinated information sessions for employees ahead of the benefits change
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • As of September 2025, 100% of employees participated in the Talk of the Town program and 87% have reached the 50-point tier or above. 46% have reached the 250-point tier or above. • In October, employees are challenged to be active every day of the month. They were also challenged to compete in a Chili Cook-Off and some fall-themed games at our employee engagement event. • There have been 308 Employee Spotlight Nominations in 2025 so far. • Continued to foster employee relationships within departments.

	<ul style="list-style-type: none"> • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments. • Compressed workweek ended for term in October.
Occupational Health and Safety	<ul style="list-style-type: none"> • The 2025 WHMIS Training sent to all employees - currently have over 50% employees that have completed this online training. • 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. • Prepared and sent the Monthly Safety Talks to employees (Including awareness posters), ensuring each month covered a different topic. • Monthly JHSC meeting (Prepare reports and any outstanding actions).