

Town of Riverview
LEGISLATIVE SERVICES DEPARTMENT
MONTHLY REPORT



To: Mayor & Council
 Prepared by: Karyann Ostroski, Town Clerk
 Date: October 27, 2025
 Month & Year: October 2025

Departmental Objectives Update

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<i>By the Numbers (Year to Date)</i>	<ul style="list-style-type: none"> • Tenders Procurements Awarded – 20 • Events attended by Mayor & Council – 110 • Donation & Sponsorship Grants Awarded – 26 • Annual Grants Awarded – 24 • Presentations to Council – 20 • Public Hearings/Presentations – 2 • Concerns Reported – 829 <ul style="list-style-type: none"> ○ By-law Enforcement – 290 ○ Fire – 8 ○ Parks & Recreation – 180 ○ Public Works – 322 ○ Administration – 2 ○ Zoning – 27 	<ul style="list-style-type: none"> • Service Excellence
<i>Privacy & Requests for Information</i>	<ul style="list-style-type: none"> • Seven RTIPPA Request were received for 2025, six files are closed and one file is still active and an extension was requested. • Working with Communications on adding a Legal Notice on the Town’s website to advise on our Privacy Policy including the Town’s commitment to the protection of personal information, Terms of Use. 	<ul style="list-style-type: none"> • Service Excellence
<i>Improved Operational Processes</i>	<ul style="list-style-type: none"> • Working with Animal Control on improved process for communication on active and closed files. • Town Clerk working on improved process for eScribe utilization after the launch of eScribe 6 (date TBD). 	<ul style="list-style-type: none"> • Service Excellence

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
<i>Service Excellence</i>	<ul style="list-style-type: none"> • Town Clerk completed full review and revisions to the Procedural By-Law. • Town Clerk working on a full review and revisions to the Code of Conduct By-Law. • Town Clerk working on minor revision/housekeeping amendment to Taxi By-Law (the numbering that references Moncton’s By-Law needs to be updated). • Tri-Community (Riverview/Moncton/Dieppe) working on licensing By-Law for regulation of E-scooter businesses in Greater Moncton. Moncton plans to finalize and bring forward this Fall. • Amendments to Traffic By-Law sent for Ministerial Approval – reminder sent, approval still pending • Council Compensation review completed; the By-Law will be brought forward in December/January and brought forward for first reading and in effect for the new Council in the Spring 2026. • A full review of all By-Laws on our website is currently underway to ensure they are up to date and improve the viewing experience on the website. • Executive Assistant Participating in the CAMA EA Master Class Series 2 for 2025 and attended the Conference in early October. • Town Clerk and Deputy Clerk attended the AMANB Clerk Seminar in Moncton on September 23rd and 24th. • A request for proposal was put out to public tender for Municipal Enforcement Services. All bids have been received and are under review by the Committee comprising of the Town Clerk, By-Law Enforcement Officer and Director of Corporate Services. RFP awarded on October 14th to Maritime Enforcement Services. • The Animal Control Contract is process for renewal. • Wheels on Wheels Contract is in process for renewal. • Town Clerk’s office collaborated with the City of Moncton, City of Dieppe and the SERSC on a Women in Politics event on October 15th to encourage more women to run in the 2026 Election. The event was very well attended and great success. • A Town of Riverview Open House session for all residents interested in running for Town Council in 2026 is planned for October 29th. There will be a presentation by the Town Clerk on the role of a Councillor, followed by a presentation 	<ul style="list-style-type: none"> • Service Excellence • Thriving Community

LEGISLATIVE SERVICES		
Objectives	Actions	Strategic Themes
	by Kim Poffenroth from Elections NB on becoming a candidate.	
Employee Relations	<ul style="list-style-type: none"> Town Clerk to be away on Maternity Leave for 12 months from January 2026 – December 2026. Interim Clerk will be Mareika Dow and training plan in October is currently underway. 	<ul style="list-style-type: none"> Service Excellence

By-law Enforcement

ANIMAL CONTROL STATISTICS September 2025				
	Current Month	Previous Month	Annual Total	Monthly Trend (↓↑)
Animal Control Issues	14	6	103	8↑
Animal Control Licences	69	77	845	8↓
PARK PATROL				
Number of Patrols	No. of Hours	No. of Dogs Seen	No. of Dogs Unleashed	
34	10	50	3	

BY-LAW CITATION September 2025	Number Issued	Total Fines
Overnight Winter Parking Ban warnings	0	0
Overnight Winter Parking Ban citations	0	0
No Parking/No Stopping Zone	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
Using sidewalk other than for pedestrian use	0	0
Owner Failed to Remove Animal Feces	0	0
Fines issued for Dog or Cat infractions	0	0
TOTALS	1	\$50

BY-LAW ENFORCEMENT REPORT – September 2025		
	Number of Files Open this Period	Number of Files Closed this Period
Animal Control	1	5
By-law Enforcement General	0	13
Commercial Vehicle Parking	0	1
Dangerous or Unsightly Premises	2	2
Dilapidated Structure	0	0
Debris on Road	0	0
Encampment	0	5
Flyer Distribution	0	0
Garbage Sorting	0	1
Illegal Dumping	0	0
Improper Water Usage	0	0
Improper Use of Town Property	0	1
Maintenance and Occupancy	2	0
Mobile Vendors & Pedlars	0	0
Noise Complaints	0	3
Off Road Vehicles	0	1
Parking Violations	0	0
Portable Signs	0	0
Rodent Sightings	0	0
Speeding	0	1
Sports on Streets	0	0
Streets-Traffic By-law	0	0
Syringes and Needles	0	0
Tall Grass	0	2
Zoning	0	0
TOTALS	5	0

BY-LAW ENFORCEMENT – OUTSTANDING FILES REPORT		
File Type	Update	Status
Dangerous or Unsightly - Athabasca	Extremely untidy tenants, drug paraphernalia, inside property damaged. Officer Bolton working with property owner for eviction and total clean up. Everyone evicted, complete cleaning of property completed	File Closed

<p>Dangerous or Unsightly – Glenview</p>	<p>Large amount of debris under deck, attracting rats, Jacob working with property owner for clean up. Everything removed from under deck, now in compliance.</p>	<p>File Closed</p>
<p>Dangerous or Unsightly –Muncey</p>	<p>Trailer in disrepair, debris in yard, notices delivered. Vehicle not moved, Formal Compliance letter sent for registration, proceeding on action to rectify.</p>	<p>Ongoing</p>