

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



To: Colin Smith, CAO

Prepared by: Human Resources Department

Date: February 17, 2026

Month & Year: February 2026

**Section 1: Operational Dashboard**

**February 2026**

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	3	8	>2025
Employee - Fulltime	120	120	=2025
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	0%	4%	>2025

**Talk of the Town Points Program: February 2026**

Department	≥50 Points
Parks, Recreation & Community Relations	34 (94%)
Engineering & Public Works	29 (85%)
Fire & Rescue	25 (86%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	19 (95%)
<b>All Departments</b>	<b>107 (85%)</b>

**Recruitment Metrics**

**2026 - 33 job openings (including 31 Summer Student jobs)16/35 – Job postings are closed to date.**

**13/31 – Summer Student positions have been filled with returning students from 2025.**

**Job Openings February 2026**

Position	Department	Posted	Status
Water Control Technologist	Engineering and Public Works	July 21, 2025	We changed the role to Water Operator Level II
Water Operator Level II	Engineering and Public Works	January 29, 2026	Internal Hire Kyle McCormick accepted position on Feb 6/26
Corporate Services Assistant	Human Resources & Corporate Services	December 9, 2025	Hired external Katie MacLellan – Starting on Feb 17, 2026,

Summer Students (31 open positions)	Parks, Recreation & Community Relations / Engineering & Public Works	December 9, 2025	Posting closes on Jan 30/26. (13 of the positions have been filled with returning students from 2025) – Interview to take place week of Feb 23-26, 2026
Equipment Operator II - 4 Month term	Engineering & Public Works	January 7, 2026	Posting closes Jan 21/26
Public Works Clerk I	Engineering & Public Works	January 29, 2026	Internal posting closed Feb 6/26 no applicants. External posting to close on Feb 20/26
Equipment Operator II	Engineering & Public Works	February 9, 2026	Internal posting closed on Feb 18/26

HUMAN RESOURCES	
Objectives	Actions
HR & Communications Operational Management Oversights	<ul style="list-style-type: none"> <li>• Conducting interviews for the above postings, preparing questions, and scheduling orientation sessions for new employees.</li> <li>• Issued offer letters to all newly hired employees.</li> <li>• Department Bi-Weekly Meetings.</li> <li>• DMS Record Keeping for HR Files.</li> <li>• Working on new grants for 2026 application process for students.</li> <li>• New Employee has started in department, training and orientation have started.</li> </ul>
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> <li>• Reviewing and collecting Q1 objectives and goals check-ins 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 employee in 2026.</li> <li>• Reviewing Health and Dental Benefits for town 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 January 2026, 99% of employees participated in the Talk of the Town program, 85% reached the 50-point tier or above.</li> <li>• In February, employees earned points through attending and volunteering at various Winter Carnival events.</li> <li>• 53 Employee Spotlights have been issued in 2026 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> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• The 2026 WHMIS Training sent to all employees</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>

