

Town of Riverview
Human Resources
DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Human Resources Department

Date: April 20, 2026

Month & Year: April 2026

Section 1: Operational Dashboard

April 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: April 2026

Department	≥50 Points
Parks, Recreation & Community Relations	35 (100%)
Engineering & Public Works	30 (88%)
Fire & Rescue	25 (86%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	21 (100%)
All Departments	111 (93%)

Recruitment Metrics

2026 - 43 job openings (including 31 Summer Student jobs)39/43 – Job postings are closed to date.

31/31 – Summer Student positions have been filled.

Job Openings April 2026

Position	Department	Posted	Status
Summer Students (31 open positions)	Parks, Recreation & Community Relations / Engineering & Public Works	December 9, 2025	All positions have been filled. Student Orientations taking place April 30 th , 2026, and May 3 rd , 2026.
Causal Labourer – Parks	Park, Recreation & Community Relations	March 23, 2026	4 Hires – Start date is May 4, 2026.

Fitness Instructor – Aquatics	Parks, Recreation & Community Relations	March 23, 2026	Internal and External Posting – Closing on April 24, 2026
Clerk Intermediate General – Finance (4-Month Contract)	Finance & IT	March 25, 2026	Posting is closed – Interviews are scheduled for April 23, 2026
Utility Worker III – Parks	Parks, Recreation & Community Relations	March 26, 2026	Posting closed – Patrick Lutes hired – start date May 4, 2026
Firefighter / Paramedic	Riverview Fire & Rescue	April 1, 2026	Posting Closed on April 17/26 – Reviewing of applicants. Interviews to be scheduled
Information Protection & Compliance Administrator	Finance & IT	April 20, 2026	Internal & External posting closes on May 4, 2026.

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. • Working on new grants for 2026 application process for students. • New Employee has started in department, training and orientation have started.
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> • Reviewing and collecting Q1 objectives and goals check-ins 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 in 2026. • Reviewing Health and Dental Benefits for town employees. • EAP Communications and increased support for all employees and their families.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • As of April 2026, 100% of employees participated in the Talk of the Town program, 93% reached the 50-point tier or above. • In April, employees earned points through sustainability Bingo. • 163 Employee Spotlights have been issued in 2026 so far. • 4 Day Compressed Work Week scheduled to start May 4 until October 9, 2026 • Continued to foster employee relationships within departments. • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments.
Occupational Health and Safety	<ul style="list-style-type: none"> • The 2026 WHMIS Training sent to all employees • 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).

