

Town of Riverview

Corporate Services Monthly Report



To: Mayor & Council

Prepared by: A. Crummey, Director of Corporate Services

Date: May 28, 2018

Month & Year: April 2018

Section 1: Operational Dashboard

Metric	Current Period	Previous Period	Annual Result	Trend
Animal Control Issues	20	18	68	↑2
Animal Control Licences	183	77	511	↑106
By-Law Enforcement Issues	4	3	13	↑1

Section 2: Status of Department's Annual Operational Priorities

Priority	Status	Responsibility
A SAFE AND WELCOMING COMMUNITY		
Promote Riverview as an inclusive community with a good quality of life for residents Design and implement community events and programs to increase community pride, citizens' engagement and wellbeing.	<ul style="list-style-type: none"> Developed public education campaign supporting National Emergency Preparedness Week (May 6-12) in collaboration with Cities of Moncton and Dieppe, including release of Municipal Emergency Measures Plan. Communications Coordinator participated alongside HR Director in the AIDS Moncton LGBTQ+ allyship workshop for workers who provide service to the public. The program focused on intervention when witnessing homophobic, transphobic, biphobic or heterosexist behaviors, and in providing a safe environment. Upon completion, received a Safe Spaces Ally Card. Started promotion for Ride the Tide, an eco-cultural bike tour offered July-August in partnership with Petitcodiac Watershed Alliance, Fundy Biosphere Reserve and LaBikery. 	Communications Coordinator
PLANNING FOR THE FUTURE		
Take a well-planned and fiscally responsible approach to building and maintaining public infrastructure.	<ul style="list-style-type: none"> Facilities Coordinator has worked on a variety of building related issues: <ul style="list-style-type: none"> Six Maintenance Issues One Tender Review Two Service Agreements One Inspection 	Facilities Coordinator

FISCAL RESPONSIBILITY AND SERVICE EXCELLENCE		
Foster a positive and engaging work environment for employees.	<ul style="list-style-type: none"> • Approved internship placement of Mick Christie, a graphic design student from McKenzie College for a four-week work term starting June 4. • Hiring for a Communications Assistant under the Youth Employment Fund (applications close June 1). 	Communications Coordinator
Provide high quality customer service to residents and businesses.	<ul style="list-style-type: none"> • The resignation of the By-Law Enforcement Officer has created a gap which has resulted in some slower response times for by-law issues. • Recruitment for a new By-Law Enforcement Officer is underway. 	Town Clerk

Section 3: Other Notable Developments & Highlights for Council Attention

- Communications Coordinator, Town Clerk, Deputy Clerk and Executive Assistant completed Workplace Standard First Aid Practical Skills Review.
- Town Clerk and Executive Assistant attended RTIPPA training in Fredericton on processing a request for information under the new legislation.
- Facilities Coordinator has registered in the NBPOWER energy efficiency conference which will be held in the Fredericton Convention Centre on May 23rd and 24th.
- Facilities Coordinator has registered to attend an information session regarding Public Procurement at the Crown Plaza in Moncton, June 7th.