

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: February 25, 2019

Month & Year: January 2019/February 2019

Section 1: 2019 Priorities

Priority	Activities
Employee Engagement & Collaboration	<p><i>The focus of this objective is to lead and support the leadership team in executing employment engagement activities to strengthen and improve employee engagement at the Town of Riverview, which will help facilitate increased collaboration within the organization.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • The Town Hall Employee Engagement Session was held on February 12. The session provided employees with a quick overview of highlights of 2018; the departmental and organizational priorities for 2019; and a summary of key initiatives or activities impacting the Town including the Wellness Centre Project; the Causeway Gates closure; etc. • Strategic Technology provided Town employees an overview of Office 365 and the various apps and tools available to employees. There were a number of apps, including Project Teams; sharepoint; yammer; etc. that have been identified as methods to increase employee collaboration and engagement. Further training on those tools will be provided in the future.
Operational Excellence	<p><i>The focus of this objective is to lead the organization in the execution of initiatives that if implemented will strengthen, improve and modernize the Town's Operations (proper planning and allocation of continuous improvement budget).</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • There have been two training sessions on procurement, to provide employees a better understanding of the Town's new templates and processes as well as a stronger foundation in the procurement rules and laws. • I have begun working with the Town's IT 3rd party provider to address a number of the recommendations from the external IT review. Actions include establishing regular scheduled planning meetings; establishing deadlines for business proposals on MDM solutions; VOIP; and security measures for the Town's systems and more. The target is to have the plans approved in February to ensure the necessary work is completed in 2019. • The Director of Parks and Recreation is developing an RFP to complete a review of Youth Services in the community. I have provided input in the development of that RFP. This review will be funded through with the continuous improvement budget.

Priority	Activities
	A draft copy of the youth review RFP was shared with the Principal at RHS to gain their support and insight.
Execution of Corporate Projects/ Initiatives	<p><i>I will plan a leadership role in executing on the following 2019 projects: 1) ensure a brief review and refresh of the Ten year Capital plan (Q2/Q3) is completed by Council 2) play an active role in the execution of 2019 actions associated with the Wellness Centre Project 3) continue to actively promote and evaluate opportunities to sell Town properties:</i></p> <ul style="list-style-type: none"> The RFP for technical and programming requirements for the Wellness Centre facility will be released in February. The Steering Committee have been meeting on a regular basis and have been working on updating the case statement for support for the project; developing the action plan for the future fundraising committee; and more. The purchase and sale agreement offer for the Town's land on Runnymede Road has been extended to allow the potential purchaser further time to do their necessary due diligence.
Organizational Effectiveness Review	<p><i>The focus of this objective is to assess and determine the effectiveness of the current organizational/departmental structures and evaluate long term options for improve structural alignment, in particular related to the management and oversight of day to day operations.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> n/a

Section 2: Other Notable Development & Highlights for Council's Attention:

- The Director of Finance has been leading the efforts to ensure the Town can comply with the Annual Reporting requirements of the Province. Beyond simply meeting the legislative requirements, we have been working with Corporate Communications and a Graphics team to ensure we are able to create a document that would be beneficial for residents of Riverview to have access to.
- I attended the Riverview and surrounding areas, Community Health Needs Assessment, on February 20, 2019.
- The initial meeting of the Internal Planning Committee for preparing for the 2020 Causeway Gate Closure occurred in February.