

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: April 23, 2019

Month & Year: March 2019/April 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 new quarterly performance management discussions with all the senior management team were held in early April. It was an opportunity to discuss the priorities for the upcoming quarter and any notable issues from the past quarter that the managers wanted to discuss. All senior managers held Q 1 discussions with all their non-bargaining direct reports as well.
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"> Codiac Transpo has been working on potential interim and long term route amendments that could be made to increase frequency, with the objective of increasing ridership on our transit services and to help alleviate traffic challenges due to the 2020 causeway closure. As was noted last month, Codiac Transpo was given this direction to explore options due to the fact there will be no capital funding for new buses from the Province in 2019. Codiac Transpo has developed a few scenarios for Council's review based on the new route model developed back in 2015 that will be presented before the end of May. The Directors Team has reviewed all outstanding questions and concerns with the VOIP business case that was prepared by Strategic Technologies. Strategic has been given the green light to proceed with the project as proposed and implementation will begin over the summer months.
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>

Priority	Activities
	<ul style="list-style-type: none"> • The RFP for the program and technical requirements for the Riverview Recreation Complex was approved by Council and staff met with Colliers to discuss final details of the contract and their proposed work plan. The Steering Committee continues to move forward with finalizing its case for support as well as the recruitment of the fundraising committee has begun. The Chair of the Steering Committee, the Deputy Mayor, and I met with Minister Holland to make him aware of this project and look for his support when we formally submit the Town's request to the Province for funding support. • The Director of Finance and I met to discuss the 10 year capital plan and the need to bring an updated plan to Council for discussion. The updated presentation will be worked on over the next few weeks and presented to Council for discussion in June. <ul style="list-style-type: none"> ○ The Federal Government recently announced that municipalities would receive a one-time increase in gas tax funds in its 2019 budget. As part of the update of the Town's ten year plan, we will assess what options this additional one-time funding provides Council in managing the Town's infrastructure plan. Are there additional projects that could be considered in the plan in future years (i.e. Bridgedale Boulevard); will this allow the Town to borrow less than planned; or modify a scope of a project.
Organizational Effectiveness Review	<p><i>The focus of this objective is to assess and determine the effectiveness of the current organizational/departamental 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"> • Manager of Public Works role has been filled. During the period, that position was not filled and the four working foremen stepped up and helped support the Director in the management and oversight of the work and activities of the Public Works Team.

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

- Riverview hosted the Tri-Council Meeting on April 17.
- *For Information Purposes:* Starting in July 2019, the City of Dieppe is starting a pilot program where they are going to provide free transit for all Dieppe residents under the age of 18 for a one year period. Dieppe is going to administer the program including establishing a registration process; doing follow up surveys with participants; and will share a report that evaluates the results of the pilot program. I think this is an interesting project for Dieppe to take the lead on and we can evaluate the results at the end of the trial period.

Frank L. Bowser Playpark Structure

Members of Council received an email from the Chair of the Playpark Committee earlier this month indicating that the project is eight weeks away from construction. The Chair indicated to Council that

when that group received financial support from the Town, Council had also indicated the Town “would assist with in kind services and labour.” The Mayor asked that I look into this issue to confirm:

- 1) if Council had made any further commitments beyond financial support;
- 2) what type of support is the committee expecting of the Town; &
- 3) with the Spring/Summer work schedule for the Town’s outside workers what support can we provide?

In response to point 1) – at the November 25, 2017 discussion on the 2018 General Operating Budget, the Mayor indicated in the minutes that once “more information become available regarding the projects at both schools (Claude D & Frank L), Council could inquire whether any “in-kind” services could be made as opposed to a financial contribution.” Council had not made a formal commitment of in-kind support and in the end when the actual funding request was submitted for formal review and approval in January 2018, Council approved \$12,500 to the playground, which was Council’s largest contribution to a school playground initiative in the Town.

In response to point 2) - the Chair of the Committee clarified to me that the Committee had “no expectations of the Town for support”, they were simply asking for what the “Town was comfortable providing.” We appreciate that clarity from the Chair, because as I indicated to him there have been a number of comments from individuals in the community (probably from individuals not involved with the project) that the Town was playing a notable role in the construction of the project. The Committee is looking for volunteers both skilled and unskilled to assist with the work on ideally 4 hour work shifts.

In response to point 3) - May and June is actually one of the busiest times of years for the Public Works Teams and the Parks & Recreation Employees. PW is getting temporary water set up on all the streets, getting new water mains this summer and during that time, that work is time sensitive as it would impact construction schedules. The Parks Team is in heavy preparation to have all our outdoor facilities ready for summer activities, including soccer, baseball, trail usage, etc. If the expectation is that the Town was going to be making available these labour groups and their equipment for the project, it would be important that the Town be assigned a specific task that we can schedule into our work week with all the other ongoing activities. For example, the PW Team looked at whether it could provide demolition services as a defined task for this project. The Committee has indicated some other organization has agreed to look after demolition and there are not many other individual defined tasks in the project that can be assigned to our teams. Each day volunteers will pick up from where the work left off the day before.

Therefore a proposed plan for support to the project could be as follows:

- The Town has a Volunteer Day Policy which allows employees to take one day a year off to support a volunteer cause that is important to them. In this situation, in particular as this project is in recognition of Rebecca Schofield and her positive message of giving back, we could grant an additional half day for volunteering so employees who want to take part in the project can

during that week. Departments or the entire organization could organize into groups for team engagement exercise. I think a number of employees would be excited to offer their time.

- The Committee has requested a temporary electric panel to support the work. The Parks Team has an electrical panel we can provide and can organize with NB Power to have it hooked up.
- We can provide additional garbage cans and wheel barrels to support their work.
- The old public works site will be made available to the volunteers for parking.

Since Council discussed the issue of “in kind” support for this project previously, I wanted to discuss this matter again with Council to confirm that you are satisfied with the proposed approach or if you want to provide some different direction to staff.