

**Town of Riverview**  
**CAO DEPARTMENT MONTHLY REPORT**



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: May 27, 2019

Month & Year: April 2019/May 2019

**Section 1: 2019 Priorities**

Priority	Activities
<p><b>Employee Engagement &amp; Collaboration</b></p>	<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"> <li>• Employees have been given the opportunity to volunteer at the Rebecca Schofield Playpark Project in June, as the Town increased the number of hours employees were able to use for volunteering under the Volunteer Policy. The HR department is coordinating the volunteer crews and has seen positive uptake in all the Town’s department as this has been seen as a good team building exercise.</li> <li>• The Town is investing in coaching opportunities in a few key departments to strengthen the Team’s communication and leadership styles within the organization.</li> </ul>
<p><b>Operational Excellence</b></p>	<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"> <li>• Council was presented with proposed re-route options for the Town’s transit system at its May Regular Council Meeting. I collaborated with Codiac Transpo so that they could bring that proposed solution forward to Council for discussion. A recommended option will be brought forward to Council at its June Regular Council meeting.</li> <li>• The Town was successful in securing funding through the Environmental Trust Fund Program for the development of a Climate Adaptation Plan. The Town will be working with the Southeast Regional Service Commission to complete phase one of the plan. And as part of this plan development with the support of the SRSC the Town also hopes to start converting its infrastructure data to GIS for improved asset management planning. This project will help deliver on a priority of the Town’s asset management plan.</li> <li>• Strategic Technology has been given the green light to proceed with VOIP implementation for the Town’s phone systems. The project will commence in June and the implementation will occur over the summer months.</li> </ul>

Priority	Activities
<b>Execution of Corporate Projects/ Initiatives</b>	<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"> <li>• The Director of Finance and I, with the support of the other Directors, have been working on an update to the 10 year Capital Plan that we are targeting to bring forward to Council in June or July for review and discussion. There are a number of changing factors that need to be reflected in the updated plan, including: the additional gas tax funds; additional challenges with aging equipment; changes in the financial assumptions that build the model; etc.</li> <li>• The contract with Colliers for the programming and functional study of the Recreation Complex are in the final stages of completion. It is expected that Colliers will be starting its work plan over the next few months.</li> <li>• With the Provincial Government opening the application process for Federal and Provincial infrastructure program, staff have started to work on the expression of interest application forms. The application deadline is June 30. Funding will not be available until the 2020/21 provincial fiscal year. It is still not clear if the province is only seeking shovel ready projects for only year one or are we able to submit applications on future projects. The Town’s plan is to submit applications consistent with the infrastructure priorities that Council has already shared with the Provincial government, in particular road infrastructure projects (water renewals and stormwater system upgrades) and the Recreation Complex project.</li> </ul>
<b>Organizational Effectiveness Review</b>	<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"> <li>• n/a</li> </ul>

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

- I attended a planning session the Regional Service Commission organized for the municipalities in the region to discuss the future direction of solid waste management in the province and in our region.