

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith

Date: February 27, 2017

Month & Year: February 2017

Section 1 Status of 2017 Priorities

Priority	Activities
Employee Engagement	<p><i>The focus of this objective is on increasing and promoting employee engagement in the success of the organization.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> The Employee Town Hall Sessions were held on January 31. Senior Management held two sessions in which over 60 employees attended to hear a presentation on the Town's current strategic plan; the departmental operational plans for 2017; successes stories from 2016 and an update on the Health and Safety Leadership Pilot Program. The sessions were well received and employees appreciated hearing updates directly from the directors on what was going on in their departments. Communications did a quick post event survey with employees and that was very beneficial as well. Over 30 surveys were completed and there was a lot of good feedback to help plan for future employee sessions.
Strategic Plan Execution	<p><i>The focus of this objective is leading the organization in the operational execution of the Town's Strategic Plan.</i></p> <p>Action:</p> <ul style="list-style-type: none"> Departments have developed detailed operational plans for 2017 and actions from the strategic plan are being worked on at this time. Examples include: <ul style="list-style-type: none"> The Economic Development department has started to implement the three year marketing strategy approved by Council. Included in that is the execution of an rfp for a new Town website. (A safe and welcoming community) Engineering has been actively working on the 2017 capital works program. Projects have been designed and the public engagement process for the local improvement projects has started with public announcements occurring in February. (Planning for the Future) Council will receive a pre-feasibility study on the potential opportunity related to a solar farm development on the Town's old dump site. (Smart and Sustainable Growth) The development of the Asset Management Plan is in full swing, with scheduled meetings over the next few months to develop the plan. (Fiscal Responsibility and Service Excellence)

Priority	Activities
	<ul style="list-style-type: none"> Council will begin to see changes to the monthly reports from the various departments as well. Departments are working on aligning what is reported to Council with the specifics of their operational plans for 2017, which is aligned to the Town's Strategic Plan.
Operational Excellence and Change Management:	<p><i>Lead the organization in implementing a number of continuous improvement initiatives designed to strengthen, improve and modernize the Town's Operations</i></p> <p>Actions:</p> <ul style="list-style-type: none"> In February I will be attending a "Performance Excellence Workshop" facilitated by Simplicity Design to see how their processes and methodology on process improvements could be introduced to the Town of Riverview's operations. The new Service Tracker System has been introduced in Public Works to manage and respond to residents request for services. The trail period has gone well and the PW Team see some great value from the new system. Future steps with this system is seeing how other departments can use this tool as well and allow residents to put their service request in directly via the web.
Long Range Planning and Growth	<p><i>The objective focuses on initiatives and activities that if successful can help enable the long term priorities and growth objectives of the Town.</i></p> <p>Action:</p> <ul style="list-style-type: none"> The pre-feasibility study prepared by Naveco will be presented to Council on February 27, 2017. The REOI for the old Public Works Site has been completed and was released to interested parties in mid-February. The Town is exploring the potential market opportunities in disposing of a property the Town owns at the corner of Gunningsville Boulevard and Pine Glen Road. The rezoning process for LFPP land off Runnymede Road has begun. If the rezoning process is approved, there is a potential for the Town to sell that land that would result in development and have a positive return for Riverview taxpayers.

Section 3: Other Notable Development & Highlights for Council's Attention:

- On February 15, 2017 the Province of NB introduced first reading of a new Local Government Act and Community Planning Act. The province indicated this was new legislation designed to modernize the out of date Municipalities Act in NB. While during the public discussion of this legislation there was indication there were significant new powers and authorities for municipalities, in particular in the areas of economic development, the "devil is always in the details" with legislation. There is a Review Team that has been established to go through the legislation in detail to determine what impact the changes will have for the Town of Riverview. The Review Team will provide Council a detailed overview of what impact and what options this new legislation will provide the Town of Riverview. The new legislation will not take effect until January 1, 2018.