

Town of Riverview

COUNCIL REPORT FORM



Presented to: Mayor and Town Council

Presented by: Colin Smith, CAO

Date: June 10, 2019

Subject: Town of Riverview Annual Report - 2018

BACKGROUND

The new *Local Government Act*, that was introduced last year in New Brunswick, now includes a requirement for all municipalities to produce an annual report. Due to Riverview Town Council's commitment to transparency, the Town had already been reporting to the public on its performance through a number of reports already including: the annual financial statements and audit; semi-annual strategic plan updates to the Council and the public; and monthly departmental operational reports. Therefore, for the most part the Town simply looked at how it could consolidate its existing reports, with any new elements in the legislation, into one reporting document for Council and the public.

The legislation specifically stated that the following information was required:

- i) Audited Financial Statements (for 2018)
- ii) Grant information - >\$500; recipient, type, amount, terms and conditions; purpose (*not only Council grants but Economic Development grants as well*);
- iii) Economic Development – types of activities and programs, purpose and benefit to the Town of providing those programs;
- iv) Council – members of Council and their committees and other responsibilities; meeting attendance; (*Types and number of meetings; types of matters discussed at closed meetings; salary and other benefits of Council members*)
- v) Information with respect to the provision of services for each department/function and the cost of the services and related infrastructure.

The attached report integrated the Town's existing financial statements from our accountants, the year end strategic plan update that highlights all the activities of the Town's departments, and a number of the new requirements in the legislation including municipal grants and Council meetings and activities.

I want to take the opportunity to thank Robert Higson for taking the lead in determining the reporting requirements in the legislation and for coordinating the collection of that content. And Meghan Cross deserves credit for leading the efforts in developing the look and feel for the document so that it would be consistent with the Town's brand and image standards. Thank you both.

There is no obligation in the legislation for Council to approve the annual report; however, we felt it would be beneficial to present the annual report to Council for review and approval each year.

The report will be posted on the Town's website and a copy of the report will be available in the Town Clerk's office per the legislation requirements.

CONSIDERATIONS

Legal: Legislative requirement of the new *Local Government Act*

Financial: n/a

Policy: n/a

Stakeholders:

-residents; business community; recreation users.

Strategic Plan:

Strategic Theme: Fiscal Responsibility and Service Excellence – Objective: Providing high quality services to residents

Interdepartmental Consultation: N/A

Communication Plan: Information will be available on the Town's website

Recommendation of Staff

That Riverview Town Council approve the 2018 Annual Report as presented.