

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: June 24, 2019

Month & Year: May 2019/June 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 Engineering Leadership team was supported with a team building exercise for the entire team focused on developing trusting relationships within the team. This was one of the actions identified in an earlier review on the department's work culture. • Training opportunities to support increased collaboration and communication are planned for the Fire Department in the fall, to support the creation of a collaborative working environment. • Q2 performance management discussions were scheduled for the senior leadership during the last two weeks of June.
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"> • The Public Works Team reviewed and evaluated a software solution that if implemented would help manage workflow; tasks; work orders; and historical data on vehicle repairs for the Mechanic Shop. The proposed investment is being supported by the continuous improvement budget. • The Facilities Coordinator evaluated an energy management tool that could be used in the Town's buildings to improve the energy efficiency and management of the Town's power consumption. The Coordinator has recommended a trial in one facility to determine if there is long term benefits to the organization. This proposal was supported by the continuous improvement budget.
Execution of Corporate	<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</i></p>

Priority	Activities
Projects/ Initiatives	<p><i>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 updated ten year capital plan was included as part of Council's agenda package for the June committee of the whole meeting. • The Recreation Complex Steering Committee continues to work away at establishing the foundation for the fundraising campaign so when the fundraising cabinet is established they will be able to move quickly. The Town and BNP are formalizing service standards and expectations between both groups to ensure we can provide the most effective support and assistance to the Steering Committee going forward.
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:

- I attended the CAMA conference the last week of May. It was a good opportunity to meet with colleagues across the country. The theme of the conference this year was – "Resiliency: Leading in today's complex environment".
- The Mayor and I meet with developers/investors who were exploring potential development opportunities within the Town of Riverview. We had a very productive meeting with this group and provided these investors with information on the Town's development processes and requirements.