

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: September 23, 2019

Month & Year: July, August & September 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"> • Q3 performance management discussions were scheduled with the senior management team in September. HR has provided managers reminder to schedule their quarterly discussions as well. HR will also be providing performance management training for non-bargaining managers and employees again this fall. • An employee roundtable discussion with the CAO was held at the end of June. A second employee roundtable will be scheduled for the end of September/early October. • The Parks and Recreation and the Economic Development departments worked collaboratively together to secure Federal and provincial funding for the continued development of Mill Creek Park Master Plan. The Federal and Provincial governments announced funding for that project this August. • The Fire Chief/EMO Coordinator organized a meeting of the EMO team over the summer to ensure the team was briefed on the Town's updated EMO plans and to prepare for a future planning exercise. The EMO Team is a strong collaboration between all departments. • The Town is working with the Regional Service Commission to develop a Climate Action Plan for the Town, which is aligned and builds off the Town's current sustainability plan as well as it will work in concert with what the Town is doing to assess the Mill Creek Development area with the development of a natural asset management plan. The Steering Committee for this project includes a number of departmental representatives; the regional EMO coordinator; the watershed alliance; Council representation and a member of the public. The Town received ETF funds to do this project. This is a strong collaborative effort.
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>

Priority	Activities
	<ul style="list-style-type: none"> • The Public Works Team will be implementing a new process and the use of technology to help assist and manage situations where employees may be need to work alone as a result of shift issues or job requirements. The system will allow employees to be checked in with on a regular basis. • The Parks and Recreation Department has initiated a review of Youth Services provided to youth in our community. The focus of the exercise will be on services and programs provided by the Town, but will also take into consideration the other programs and services available in the region.
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> <ul style="list-style-type: none"> • The updated ten year capital plan was approved by Council at the June Committee of the Whole Meeting. As part of this meeting's agenda, Council will be reviewing the budget parameters for the development of the 2020 general and utility capital and operating budgets. • The activities for the Recreation Complex continued to progress well over the summer months: <ul style="list-style-type: none"> ○ The steering committee has done a significant amount of work establishing the foundation of the fundraising campaign and fundraising cabinet will be well positioned when they begin. ○ The Town continues to work with Colliers International and the architect firm to develop the technical and functional program for the facility on the designated site for this facility. Which is located in the Mill Creek Development area. The intent will be that before the end of the year the technical and functional program will be completed, which will allow for more detailed costing estimates to be developed. • Two properties that the Town have noted as surplus (the old public works site and land on Runnymede Road) still are drawing some attention. The Town has had preliminary discussions with a developer regarding the old public works site and that developer is developing a preliminary concepts and a potential offer on the land for the Town to consider. And with regards to Runnymede, the Town had received a previous offer and that same developer is still interested in reviving that offer once they address issues on their end.
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