

Town of Riverview
CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: March 27, 2023

Month & Year: February 2023; March 2023

Section 1: 2023 Priorities

Priority	Activities
<p><i>Regionalization of Services with the Commission</i></p>	<p><i>To work with the Regional Service Commission and the municipalities to develop regional strategies and operational plans for the services that the province has determined will be delivered regionally. These include economic development; social issues encompassing homelessness/affordable housing, etc.; tourism promotion; cost sharing for regional recreational assets; and regional transportation.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • The Southeast Municipal Administrators are meeting with the Service Commission Management team each month to receive progress updates on the development of the region’s strategic plan. It is an opportunity for the CAOs to offer municipal operational perspective on what the Commission staff are planning to bring forward to the Board for approval. We met with the Commission team on March 14, 2023, and the key updates included: <ul style="list-style-type: none"> ▪ The Commission management team provided us an overview of the terms of references for various regional committees being established to develop the strategic plans for the mandated services. Those committees include: <ul style="list-style-type: none"> • Community Development Committee • Sports, Recreation and Cultural Infrastructure Cost-Sharing Committee • Social Development Committee • Regional Transportation Committee • Tourism Promotion Committee ▪ The administrators provided feedback on the terms of reference during our discussion. The Commission Management Team will be bringing the terms of reference forward to the Board for review and approval, including the recommendations on the individuals who will be named on the various committees.

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	<ul style="list-style-type: none"> ▪ The timeframe for the development of the strategies for the mandated services and the overall regional strategic plan is tight, as the Province’s stated requirement is that the Commission’s regional strategies are to be approved by July 1, 2023.
Organizational & Succession Planning	<p><i>To develop a long-term organizational and management succession plan that considers upcoming retirements; current vacant positions; broader regional direction for some services (i.e., economic development); future direction of the organization; etc. The plan will align the structure of the organization with Council’s Strategic Plan. The intention is to align the right personnel possessing the right capabilities in the right departments/organizational structure.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • n/a
Operational Management and Oversight	<p><i>Lead the management team in ensuring the organization lives up to the Service Excellence expectation in the Town’s strategic plan focusing on shared operational practices and expectations.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • Performance Management meetings for Q1 are scheduled for the end of March and early April. • The Finance and Communications Teams are working on the development of the Annual Report, which will be presented to Council later this year after the audit is completed, reviewed and presented to Council for approval. • The general and utility operating budgets are tracking to be in a small surplus position at this point in the year. • Tender results will be coming in over the next few months, which will give us some sense of how well we have been able to stay within the capital budget parameters approved at the start of the year. To date, overall there have been a few tenders over budget but on the whole capital projects to date have been approved under budget. • Town staff continues to stay in regular persistent contact both with RDC and Infrastructure Canada on the status of our funding application for the RRC. There has been no additional request for the Town to provide any additional information on our application in the last number of months.
Corporate Projects & Operational/ Process Improvements	<p><i>Lead the oversight role in executing the following 2023 projects: 1) a housing needs assessment and potential affordable housings strategy for Riverview; and 2) a commercial market threshold analysis for Riverview.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • The rfp for the Housing Needs Assessment was awarded to Stantec Consulting Ltd. at the March 13, 2023 Council meeting. The first meeting with the project team will be scheduled in early April to initiate that process.

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	<ul style="list-style-type: none"> In early March, Town staff meet with David Campbell from Juptia Consulting who will be completing the Commercial Market Threshold Analysis. He will be starting to do his data analytics in the next few weeks. This analysis will also provide an opportunity for Riverview residents to complete a survey to provide some insight into their retail shopping practices within the Town and what activities they leave the Town to complete. The final report is, again, targeted for the end of May.

Other items:

Update on Regional Policing Study

Below is an update that was shared with Moncton City Council on the project by the Project Manager.

The original goal to complete the Public Safety Policing Study was March 31, 2023. As Council would understand, this study involves access to highly confidential and sensitive information from the RCMP. In order for Perivale + Taylor to access the required data to carry out their analysis, it required much back and forth between the RCMP (J Division), Codiac Regional RCMP, and Perivale + Taylor. After several months, an approach to the level of data that could be provided was secured and the data was provide to Perivale + Taylor on February 28th. Another significant piece of the Study is the space needs assessment of the new police station. Access to the detailed site plans require a certain level of security clearance which can take up to 6 - 8 weeks to acquire.

The new goal to finalize the Study is June 30, 2023. The reason for the delay is two-fold:

- 1. Sensitive confidential information had to be cleared and “scrubbed” by J-Division to ensure security and privacy concerns were properly managed. Perivale + Taylor received the information on February 28, 2023. They require 4 weeks to organize and analyze the data.*
- 2. Proper security clearance is required for the consultant to review the detailed floor plans of the new police station. Unfortunately, this matter was only recently resolved with the security clearance process now underway. The security clearance takes between 6-8 weeks.*

If any other changes occur, another update will be provided. However, currently, the June 30th deadline is looking achievable as long as there are no other data / security / privacy issues that come up.