

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: May 22, 2023

Month & Year: April 2023 - May 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"> On May 1st the Mayor and I met with the Regional Service Commission to discuss Riverview’s perspective on the proposed approach to regional recreational infrastructure cost sharing for our region. The Commission is meeting with each municipality to get an accurate inventory of existing recreational infrastructure and to understand the perspective of each municipality on future cost sharing criteria and requirements. Our region appears to be taking the right approach by focusing on criteria to be used in future infrastructure asset planning development. This is a positive approach as it is based on asset management and the true need for a facility. I attended the May 16th municipal administrators meeting with the Regional Service Commission on it progress in developing a strategic plan for the new mandated regional services. The various working committees for the mandated services have been formed and they have begun to meet. I have been assigned to be a municipal representative on the Tourism Promotion Working group and our first meeting is May 24, 2023. On May 18, 2023, the Mayor and I met with Francesco Calazzo, the Director of Economic Development with the Southeast Regional Commission. We discussed his approach to converting the former 3 + Team into the regional economic development agency for the southeast region. We also provided input on the regional economic development priorities for Riverview. Members of Council may have noticed that the Province announced the creation of the <i>Local Governance Commission Act</i>, that establishes a commission to oversee municipal issues such as amalgamation proposals; annexation plans; conflict of

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	<p>interest complaints, etc. I will review the legislation and make Council aware of any specific authority in this legislation that will have an impact on the Town of Riverview. For example, this Commission may have to approve the annexation of the two new parcels of land the Town purchased for Mill Creek that are outside the Town boundary.</p>
<p>Organizational & Succession Planning</p>	<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
<p>Operational Management and Oversight</p>	<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"> • As of the end of April both the General and Utility Operating Budgets are on track to finish with a small surplus. • A number of employee engagement activities have been activated over the past few months to support a positive work environment for our staff. Those activities include launching the second year of the 4-day compressed work week; promoting the United Way Volunteer Day of Caring opportunity; training opportunities be scheduled for managers/staff and more.
<p>Corporate Projects & Operational/ Process Improvements</p>	<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"> • Stantec Consulting is nearly completed its data analysis on the current and future state of the Town's housing needs. There target is to have a draft initial report shared with staff by the end of May. Stantec will also start to schedule its stakeholder engagement sessions in early June. Below is an informative table pulled out of some of the data that Stantec has already provided the Town. Even with a current rental vacancy rate of 0.2%, it does demonstrate the level of importance multi-unit development has on the Town's current and future growth objectives. Our lack of rental options in our municipality, and the market conditions that make apartment living appealing highlight the importance of wanting to see further multi-unit development in Riverview.

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	<ul style="list-style-type: none"> • David Campbell is completing his report on the Commercial Market Threshold analysis which will be provided to the Town in the next few weeks. The analysis is taking longer than anticipated, in part, due to the positive engagement of the citizens survey with over 1400 submissions.

Other items:

- Service New Brunswick has been holding information sessions with municipal administrators throughout the Province to provide an overview of the phased changes in how they will be determining assessment values for residential and commercial properties going forward. By 2025 the full change will be implemented. The explanation of the change is as follows:
 - For the municipal fiscal year 2025, the property assessment notices a resident will receive about their property will be the market value determine by SNB as of January 1, 2024.
 - The current system is that the assessed value of a property as of January 1, 2023, is the projected market value of your property when SNB did their market analysis in the fall of 2022.
 - The Province is implementing this change to be consistent with other provinces, so they are no longer projecting into the future. The assumed impact on municipalities is that the year it is implemented the overall municipal assessment growth with be lower than if the Province continued it same practice.
- On May 5, 2023, Recycle NB approved Circular Materials' New Brunswick Stewardship Plan for Packaging and Paper. As per the approved Stewardship Plan, starting November 1, 2023, New Brunswick municipalities and First Nation communities in phase 1 will begin to transition their packaging and paper recycling programs to the new Extended Producer Responsibility (EPR) Program. ECO360 staff are ensuring all municipalities in our region are aware of this process and are prepared for its impact on our own as well as the region's recycling programs. As part of this transition process, each municipality will need to enter into an agreement with Circular Materials.

Housing Trend Data Table

Trends in Housing Units in Riverview					
	Additional Units added in Riverview Between 2018-2023			Total Units per Census 2021 Data in Riverview	
Single unit dwellings:	95	10.88%		5,890	68.09%
Two-unit dwelling:	120	13.75%		690	7.98%
Multi-unit dwellings	658	75.37%		2,070	23.93%
Total number of units:	873			8,650	
notes					
Multi units range from a 3 unit to 78 units building					
# reflect based on building permit numbers may not actual reflect units completed. (as an example some projects are still under construction)					