

Town of Riverview
CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: November 27, 2023

Month & Year: October/November 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"> • Geoff Crossman and I meet with the Cities of Moncton and Dieppe to get a better understanding of their planned positions related to the <i>Circular Materials</i> deadline for opt in or opt out proposal related to the Printing; Packaging and Paper collection program this month. Moncton has done some extensive analysis on their options as well as the detailed review of the proposed legal agreement with <i>Circular Materials</i>. Their insight was beneficial. Furthermore, I had our lawyers review the contract, and they also identified several contract risks for the Town that we should be aware of before signing if we decided to opt in. Including that <i>Circular Materials</i> could impose conditions on the Town over the next three years, in particular with limited consultation or input from the Town. Geoff and I also meet with Eco 360 to, again, validate the impact (if some municipalities opted in or out of this agreement) it would have on their regional facility. Now that all the research is completed a recommendation for Council’s consideration will be brought forward prior to the December 18 deadline.
<p><i>Organizational & Succession Planning</i></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</i></p>

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	<p><i>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"> • The budget process, lead by Director Parlee, was successfully completed during the past month and the final budget documents were submitted to Province in compliance with provincial legislative deadlines. • The year-to-date budget projections, as of the end of October, continue to show both the General and Utility Funds in surplus positions. • Key operational metrics including some of the following continue to be met as expected – managers being responsive to employee issues; PM quarterly conversations; customer services responsive to public inquiries/questions; management of AE11 services calls; etc.
<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 will be presenting the housing needs assessment and the affordable housing strategy to Council at its meeting in December. During the budget process, Council allocated a small amount of funds into an operational reserve for 2024. Should Council endorse any specific actions in the affordable housing strategy that require funds that budget can be allocated from the general operating reserve. • The key findings for the commercial market threshold analysis will be incorporated into the updated economic development strategy that will be developed over the next few months.

Other items:

- Council will be pleased to finally hear that the purchase of the DTI land (approved by Council in July, 2023) has final occurred and the land has been transferred to the Town. At a special Council meeting on November 27th, Council will be able to approve the first sale of that land to one of the interested parties. Because a rezoning process would be required for the land north of Hillsborough Road those sales will not be finalized until 2024.

- The Regional Police Study that was commissioned by Riverview, Moncton, and Dieppe in 2023, was completed by the Consultants and their final report was presented to the three Councils and the public in September 2023. The next step in this process is that the staff in the three municipalities need to review the recommendations contained in the final report and determine if any additional actions are required. Subsequently, staff will then bring forward a recommendation for review and discussion by each Council and approval. Moncton's Council has created a committee to complete some additional research; however, that may not impact the timeframe for Riverview staff to bring forward our recommendations its Council.