

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: March 25, 2024

Month & Year: February, March 2024

Section 1: 2024 Priorities

Priority	Activities
Town Development Link to strategic plan – Thriving Community	<p><i>To work with the organization and external stakeholders to grow the Town's tax base (both commercial and residential) and to expand the housing options in Riverview to meet the current and growing demand so that our community continues to grow along with the region.</i></p> <p>Actions:</p> <ul style="list-style-type: none">• The Municipal Plan Review Committee held its second meeting on March 20th with a focus on understanding the current municipal plan and zoning framework. It also included the review of the current development vision in the plan for the Town and what it should be in the future. The Committee also discussed its public engagement approach for this plan review process.• The Planning Advisory Committee had a meeting on March 13th and reviewed four development proposals. The Committee approved two conditional use applications for multi-units: 40-unit on Biggs Drive and 84-unit on Quinn Court. The Committee also recommended the approval of two rezonings to Council: three six-storey multi units on the Old Public Works Site; and four six-unit Town Houses on Hillsborough Road.• The action plan for the Housing Needs Assessment and Affordable Housing Strategy, which was to be presented to Council by end of Q1. As the Team continues to work through a number of the priorities and the resourcing requirements to properly implement those actions, the Manager of Economic Development has included a status update on the action plan in the COW meeting agenda package to provide Council an update. Awaiting a decision on our Housing Accelerator application impacts the resourcing and prioritization of the overall affordable Housing Action Plan.

Priority	Activities
Employee Engagement Link to strategic plan – Service Excellence	<p><i>To work with the leadership team to develop and foster a positive and engage work environment at the Town of Riverview so that we remain an employer of choice.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> The new employee engagement program launched earlier this year continues to create positive engagement within all departments. A few of the new employee activities that occurred this past week are actually being driven by employees who have created their own activities including employee pickleball games; St Pats Day treasure hunt; etc. This is a positive development as it shows that employees are putting their own time and efforts into creating activities to foster a positive work environment for their peers.
Service improvement and excellence. Link to strategic plan – Service Excellence	<p><i>To work with employees and the leadership team to continue to deliver quality municipal services while modernizing the Town’s operation and systems to ensure we can continue to meet the needs and expectations of the community.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> The IT Manager is supporting the leadership team in an exercise to update the Town’s business continuity plan. The plan needs to be reviewed and updated on a periodic basis to assess new and current potential threats and how the Town would be prepared to respond.
Regional Initiatives Link to strategic plan - Safe and Inclusive Community Service Excellence Thriving Community	<p><i>To lead the Town’s participation in regional projects and initiatives that are designed to not only strengthen the region but provide strategic and/or operational benefits to the Town of Riverview long term.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> The Regional Tourism Committee continues to execute on its 2024 work plan and has required a number of scheduled meetings over the past month. The Committee continues to work with Portfolio on a regional tourism brand value proposition guide for our region, which the consultants plan to test its concepts with the public in the near future. The committee is also developing the framework for a tourism event calendar that will allow all in the region to promote and showcase their planned events that may be of an appeal to tourists. The Mayor and I attended the UNMB Advocacy Days in Fredericton on March 20 and 21st. We also participated in our first Urban Caucus meeting of the UNMB on March 21st.

Additional items:

- At the last Committee of the Whole meeting, Councillor Johnson asked for an update on when the Town would be able to move two properties it currently owns outside the Town's boundary to within the Town's limits. After that meeting I reached out to the Province again for an update on the new process it plans to introduce to guide amendments to municipal boundaries. The Province informed me that the legislation to establish the Local Governance Commission was approved in 2023, so now the Commission structure is being established. Once the Commission is established it will be creating the regulations that will govern its roles, included in those regulations will be one that guides municipal boundary changes and the process that guides that exercise. I would anticipate we will not see an established process to address our simple request until 2025.