

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: April 22, 2024

Month & Year: March - April 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 third meeting on April 17th. The session included an overview of the Housing Needs Assessment; the Town's Strategic Plan and the direction it provides on Council's desire for economic growth; as well as the Federal and Provincial programs' targeting the need for increased housing construction in all forms. The Town is also finalizing a statement of work with a consulting firm to facilitate the public engagement process for the Municipal Plan Review. Development projects under evaluation or currently active in 2024 include MoeMar's Carriage Hill development - single; duplexes; multi-units; Smith Hill Estates - singles; Cleveland Road (rezoning); Public Works site (rezoning); Hillsborough Road (rezoning); recent PAC approvals Biggs Drive and Quinn Court for multi-units; continue construction in Dobson Landing, etc. Council does need to remember that not all projects that go through the various approval stages, end up proceeding to construction, as the developers still need to go through further detailed design work; updated financing planning; and also ensure construction teams are available to do the work.
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 HR department has established a calendar of training opportunities for management and leadership members for the year. There is upcoming training

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	<p>planned for mental resilience; health and safety training; etc. Members of the Town's leadership team have been encouraged to identify training opportunities that would be of interest to them or their employees so that HR can explore potential sessions for the future. The Town wants to provide training opportunities that appeal to our employees that help them develop professionally.</p> <ul style="list-style-type: none"> • Pension and retirement planning sessions for employees are scheduled for April. This is a good opportunity for employees to educate themselves on what they need to consider financially as they plan for their future. Employees have been requesting these sessions, so the hope is these sessions will be well attended. • I attended the Blanket Exercise that occurred during Maple Fest as an educational opportunity, which will assist in understanding my role to support equity, diversity, and inclusion initiatives that the organization continues to introduce internally to the organization and externally in the future.
<p>Service improvement and excellence.</p> <p>Link to strategic plan – Service Excellence</p>	<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 Parks, Recreation and Community Relations leadership team continues to work through its operational review. I have been able to provide preliminary feedback to support the development of the final report. The target is to present the operational review to Council in Q2. This has been a challenging project to complete on top of the existing workload and operational priorities, but in the end it will be beneficial for the department to have gone through.
<p>Regional Initiatives</p> <p>Link to strategic plan - Safe and Inclusive Community Service Excellence Thriving Community</p>	<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 endorsed four Tourism Regional Brand statements during our last meeting at the end of March. Portfolio Consulting has now organized focus groups with audiences outside of southeast NB to evaluate the appeal of those four statements. The result of those focus groups will be brought back to the Committee in May. • Now that all three municipalities have endorsed the Regional Police Study and the specific recommendations included in that report, the three municipalities are working with the CRPA on plans to ensure the recommendations can be addressed. These discussions are ongoing, and the three Councils will be updated after an action plan has been formalized by the CRPA. The goal is to have an agreed upon action plan endorsed by all by the end of Q2.