

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: October 23, 2017

Month & Year: October 2017

Agenda Item: 7a.1

Meeting Date: COW 10/23/2017

For use by Office of the Town Clerk only

Section 1 Status of 2017 Priorities

Priority	Activities
Employee Engagement	<p><i>The focus of this objective is on increasing and promoting employee engagement in the success of the organization.</i></p> <p>Action:</p> <ul style="list-style-type: none"> The third session of the Town's Safety Leadership Program in cooperation with Worksafe NB occurred at the end of September. The final session is scheduled for October 26, 2017. October was Health Workplace Month and there have been a number of events scheduled for employees during the month at all the various Town facilities.
Strategic Plan Execution	<p><i>The focus of this objective is leading the organization in the operational execution of the Town's Strategic Plan.</i></p> <p>Action:</p> <ul style="list-style-type: none"> One of the actions under the "Smart and Sustainable Growth" strategic objective was to work with Moncton, Dieppe and 3 + Corporation on regional economic growth, in particular the specific initiative of establishing a regional economic development strategy. A preliminary draft of the plan that is in development was shared with all three Council and it is anticipated the plan will be finalized and shared with residents and businesses in the near future.
Operational Excellence and Change Management:	<p><i>Lead the organization in implementing a number of continuous improvement initiatives designed to strengthen, improve and modernize the Town's Operations</i></p> <p>Action:</p> <ul style="list-style-type: none"> One area that has been identified as a potential opportunity to introduce improvements in the Town's purchasing and procurement process. In particular how the Town executes Tenders and RFPs and the particular requirements that are included in those processes. As well the Town does not have a standard rfp template that is used by every department. The departments have all developed their formats and they are inconsistent. As CAO, I am currently exploring the option of having a third-party process review to be completed on our purchasing policy and processes before the end of 2017. I am currently designing a scope of work and determining who may be available to execute that work.

Priority	Activities
	<ul style="list-style-type: none"> The Town recently advertise for a Manager, of Recreation Facilities and Assets, which is a replacement of the former position of Supervisor of Parks and Recreation Facilities. While the role is very similar in design with a number of the responsibilities being the same, the new position places more focus on operational management accountabilities. This change is being made with the desire to strengthen and modernize that operational department.
Long Range Planning and Growth	<p><i>The objective focuses on initiatives and activities that if successful can help enable the long term priorities and growth objectives of the Town.</i></p> <p>Action:</p> <ul style="list-style-type: none"> No notable action to report this month for this objective.

Section 3: Other Notable Development & Highlights for Council's Attention:

- The Mayor and I attended a meeting with Moncton and Dieppe and Provincial Government officials to discuss the issue of glyphosate and the protection of the watershed that is around our region's water supply. It was a good discussion and all parties have agreed to form a working committee to review this issue together.
- Negotiations with the IAFF continue and we hope we are entering the final stages of this process.
- The RCMP Building Committee met with Deloitte for the first time this month to discuss the RFP development for the proposed new Codiac RCMP building. The three communities have retained Deloitte services to assist in the development, design and technical requirements for the proposed Building RFP. This Committee will be active over the next number of months finalizing this step in this process.