

# Town of Riverview

## CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: November 27, 2017

Month & Year: November 2017

**Agenda Item: 7a.1**

**Meeting Date: COW 11/27/2017**

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"> <li>During the last quarter of the year, all the directors have held “Departmental Employee Roundtable Sessions” with their employees to provide them an update on ongoing department and organizational wide activities. It was also an opportunity for employees as a groups to have a Q &amp; A session with their leaders. The last session occurred last week when the Town Hall Directors meet with all employees that work at that location. As CAO, I have received positive feedback from these sessions as employees appreciate hearing about what goes on in other departments, as it helps them appreciate what role they play in supporting the larger objectives of the Town.</li> <li>As we did last year, a budget overview document was shared with employees so that they were aware of the current budget issues being discussed and debated by Council.</li> <li>The Town of Riverview employees are extremely generous and give back to their community. A number of activities that are occurring over the final months of the year including the annual United Way Campaign; Christmas Toy Drive; employees volunteering to help the Boys and Girls Christmas Tree lot; and more.</li> </ul> |
| 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"> <li>The draft 2018 Budget was presented to Council for their preliminary budget discussions on November 23 and 25. The operating and capital budgets continue to focus on the priorities identified by Council in the 2016-2020 Strategic Plan. The Ten Year Capital Plan continues to focus on investments in local improvement projects; the street pavement program; the development of mill creek; the planning for a future Wellness Centre and more. The long range plan will need to be re-adjusted within the current projected budget parameters and constraints.</li> </ul>   |

| Priority                                      | Activities  |
|---|---|
| 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"> <li>I have been working with an external Consultant to review and update the Town's procurement practices. The scope of work includes establishing common templates for Tenders and RFPs that all departments can use; procurement option to help streamline the purchasing and payment processes; and ensure the process that the Town is executing is in alignment with the Procurement laws in NB. The Consultant has started his review of our documentation and the expectation is we will receive a final report before the end of 2017.</li> <li>The Director of Human Resources has been leading a process improvement exercise designed to increase and strengthen the collaborative working relationship between Economic Development and Parks and Recreation Teams. These are two departments that overlap in some Town activities and we want to ensure they have the right tools in place to ensure success for the Town. Staff in those departments have been going through facilitated sessions with the HR Director and we have used the predictive index tool as a method to evaluate how individuals work so that information can be used to foster collaboration.</li> </ul> |
| 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"> <li>One of the Town's strategic plan priorities was to identify Town properties that were no longer in the Town's long term plan and explore opportunities to divest of those assets. Town Council established a Strategic Land Management Policy to guide staff in determining what properties may be worth considering disposing of in the right circumstances. These activities have taken up a significant amount of the CAO's time over the past few months. There are a number of properties that the Town has advertised for sale, including land at the corner of Pine Glen/Gunningsville; land on Runnymede; the Old Public Works site; and more. The expectation is that some of the recent discussions will become more formal in the near future.</li> <li>Staff continue to have ongoing discussions with a few developers/builders about development opportunities in Riverview. If those plans develop, some firmer roots in the near future of those activities could start taking shape in 2018.</li> </ul>   |

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

- The RCMP Building Committee met with Deloitte earlier this month to start formalizing the RFP for the new Codiac RCMP building. A second meeting is scheduled for later in November. All committee members have to go through an RCMP security background check to have access to specific RCMP security building specifications so that may impact the timeline on when this committee can complete its work.