

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: January 22, 2018

Month & Year: December 2017 & 2018

Agenda Item:

Meeting Date:

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 Town of Riverview employees are extremely generous and give back to their community. A number of activities that 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.
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"> At the January 22, 2018 meeting Council will receive a progress update on the Town's execution of the Strategic Plan's 2017 priorities and an overview of the 2018 priorities.
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"> Preliminary drafts of procurement templates for rfps, tenders, etc have been created by a procurement specialist for the CAO to review and discussion with internal staff. That information was received in December. A meeting to discuss outstanding questions and next steps is schedule for the end of January.
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"> Town Council passed a resolution supporting the recommendation of the staff to review and update the Town's ten year capital plan in 2018. The current capital plan and the total project costs of over \$100 million exceeds the Town's financial ability to execute those projects within the current fiscal constraints. Staff have been directed to bring back a plan to discuss the Town's ten year capital plan with Council before the end of March.

Section 2: 2018 Priorities

I have worked on updating my performance management priorities for 2018. Below are the updated PM priorities.

Priority	Activities
Employee Engagement & Collaboration	<p><i>The focus of this objective is to lead and support the leadership team in executing employment engagement activities to strengthen and improve employee engagement at the Town of Riverview, which will help facilitate increased collaboration within the organization.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • An Employee Engagement Town Hall Session is scheduled for February 6. Similar to last year's session, senior management will provide an overview of 2018 priorities; highlights of 2017; and Bob Lennon from Worksafe NB will provide employees an overview of the Town's Safety Leadership Program. • HR continues to work with Parks & Recreation; Economic Development; & Corporate Services staff to improve operational efficiency and collaboration between these departments. A work session is scheduled in the first quarter. • As part of the Safety Leadership program, the Worksafe NB consultant visited all the managers involved in the process to provide one on one coaching in December.
Operational Excellence	<p><i>The focus of this objective is to lead the organization in evaluating business case proposals and then the execution of those successful initiatives that if implemented will strengthen, improve and modernize the Town's Operations (proper planning and allocation of continuous improvement budget).</i></p> <p>Actions: n/a</p>
Execution of Corporate Projects/Initiatives	<p><i>The focus of this objective is to lead in the executing on the following 2018 projects: 1) proposed contract for Planning and Inspection Services 2) Wellness Centre Project 3) Sale of Town assets.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • A draft service agreement with the Fundraising Consultant for the Wellness Centre is in development and was shared with the Town's Lawyers in January for review. The goal is to have a finalized agreement in place before the end of March. As per direction from Council during the budget discussions the focus of this agreement will be on fundraising consulting services. Project management requirements and functional design work will be coordinated by the Town. The Director of Parks & Recreation has started to develop a job description for the Town's project coordinator (term position) for this initiative. • Director of Economic Development and CAO are evaluating options for the listing of the Old Public Work Sites with a Commercial broker. While there has been some preliminary interest expressed in the site, it is felt at this time we need a broker to focus on promoting some development options for that land.
Long Range Capital Plan; Operational	<p><i>The focus of this objective is to develop a plan and execute on it to assist Town Council in revising and updating the Town's long range capital plan; operational budget plan priorities; including a long term tax strategy in 2018</i></p>

Priority	Activities
Plans & Tax Strategy	<p>Actions:</p> <ul style="list-style-type: none">• Director of Finance and CAO have begun discussing a planning approach to present back to Council an updated Ten Year Plan for their review, discussion, debate and final ratification. The target is to bring this item forward to Council before the end of March.