

Town of Riverview
CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council
 Prepared by: Colin Smith, CAO
 Date: October 22, 2025
 Month & Year: September 2025/October 2025

Section 1: 2025 Priorities

Priority	Activities
<p><i>Municipal plan and Zoning By-Law update</i></p> <p><u>Strategic Plan - Thriving Community</u> <u>Strategic Plan - Safe & Inclusive Community</u></p>	<p><i>Objective</i> <i>Provide leadership support to Plan 360 and the Economic Development team in updating the Municipal Plan and Zoning By-law, with the goal of obtaining Council approval by December 31, 2025.</i></p> <p><i>Actions</i></p> <ul style="list-style-type: none"> The formal legislative review and approval process for the updated Municipal Plan and Zoning By-law was initiated at the Regular Council Meeting on July 14, 2025. A Public Presentation of the Municipal Plan was held on August 11th followed by an updated version that was presented and endorsed by Council at the September 8th meeting. The Public Hearing for both the Municipal Plan and Zoning By-law took place on October 14th, with active participation from community members. Council had the opportunity to ask clarifying questions during the hearing. First reading of the by-laws was approved at the October 14th meeting. Second and third readings of the updated Plan and By-law are scheduled for the November 10th Council Meeting. The Secondary Planning exercise for lands adjacent to Gunningsville and Bridgedale Boulevard began in August, following Council’s approval of the RFP award to UPLAND Studio. The consultants prioritized completing the wetland delineation, which was finalized by the end of September. A project kickoff meeting was held on September 24th.

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<p>Economic Development Plan and Housing Accelerator Fund Program</p> <p>Strategic Plan - Thriving Community</p>	<p>Objective: Support the execution of the Housing Accelerator Program initiatives and the Economic Development operational plan initiatives scheduled for 2025.</p> <p>Actions</p> <p>Housing Accelerator Program</p> <ul style="list-style-type: none"> • The Town continues to meet all key housing metrics and implement the Housing Accelerator Fund (HAF) Action Plan as approved by Council and the Canada Mortgage and Housing Corporation (CMHC). • If the updated Municipal Plan and Zoning By-law is approved in 2025, several remaining action items within the HAF plan will be completed. <p>Community Economic Development Strategy – Health Care Advocacy</p> <p>The Town is actively advancing its health care advocacy efforts through three priority areas. Notable actions over the past five weeks include:</p> <ol style="list-style-type: none"> 1. Physician Recruitment and Retention <ul style="list-style-type: none"> ○ The Health Advisory Committee held its inaugural meeting in September, featuring presentations from: <ul style="list-style-type: none"> ▪ The Tantramar Rural Action Health Committee, who shared insights into their experiences and successes. ▪ Town staff, who provided an overview of Riverview’s health care promotion and advocacy efforts to date. ○ The Committee convened again on October 22, 2025, focusing on the development of its annual workplan. 2. Community Care Clinic Advocacy <ul style="list-style-type: none"> ○ In early September, Town staff met with Horizon’s Primary Care Team to receive an update on efforts to establish a collaborative care clinic in Riverview. ○ A follow-up meeting is planned to review progress and next steps. 3. Urgent Health Care Advocacy <ul style="list-style-type: none"> ○ <i>No new updates at this time.</i>
<p>Operational Management and Oversight</p> <p>Strategic Plan - Service Excellence</p>	<p>Objective: Lead the management team in ensuring the organization lives up to the Service Excellence expectation in the Town’s strategic plan focusing on shared operational practices and expectations throughout the year.</p> <p>Financial Update</p> <ul style="list-style-type: none"> • As of the end of September, both the General and Utility Operating Budgets are showing modest surpluses.

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	<p>Budget Process</p> <ul style="list-style-type: none"> The Senior Leadership Team has been actively developing the operational and capital budgets in alignment with the direction provided by Council in September. Full-day budget meetings were held in early October, and the proposed budget will be presented to Council in early November. <p>Performance Management</p> <ul style="list-style-type: none"> End-of-Q3 performance management conversations were scheduled for late September and early October. The market analysis for non-bargaining positions, completed earlier this year, was presented to employees in early October. <p>Labour Relations</p> <ul style="list-style-type: none"> Negotiations with CUPE have commenced this month. The current contract term ends at the end of June 2025.
<p>Process improvement – development review process & operational dashboard</p> <p>Strategic Plan - Service Excellence</p>	<p>Objective: <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: Process Review / Continuous Improvement:</p> <ul style="list-style-type: none"> n/a
<p>Regional engagement</p> <p>Strategic Plan - Service Excellence</p>	<p>Objective: <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: Southeast Regional Service Commission</p> <ul style="list-style-type: none"> The Regional CAOs met with the leadership team of the Service Commission in mid-October. The meeting included an update on progress related to mandated services, including regional transportation, recreational infrastructure cost-sharing, tourism promotion, and economic development. The Service Commission also hosted an all-municipal staff meeting, bringing together operational leadership from the thirteen communities. The session provided an overview of ongoing programs and initiatives and created a shared space to explore collaboration opportunities. <p>UMNB Infrastructure Committee</p> <ul style="list-style-type: none"> The UMNB Infrastructure Committee convened in mid-October to discuss municipal engagement with the Department of Transportation and Infrastructure (DTI). The focus was on identifying ways the committee could gather and represent the perspectives of New Brunswick municipalities regarding their successes and challenges in partnering with DTI.

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	<p>RCMP Budget – Regional Discussions</p> <ul style="list-style-type: none">• The CRPA budget proposal was presented to Council in October. However, the submission did not align with the direction provided by the three municipalities, which emphasized the need for a data-driven business case to support any proposed new positions.• A Council Request Form (CRF) was prepared to provide background on the ongoing interactions between the CRPA and the municipalities, highlighting efforts to ensure alignment across all parties.• Despite these efforts, alignment has not been achieved, and the budget process may result in the CRPA proposal being submitted to the Minister for arbitration.