

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: February 23, 2026

Month & Year: January - February 2026

Section 1: 2026 Priorities

Priority	Activities
<p>Update the Town's Strategic and Operational Plan – 2026 to 2030</p> <p>Strategic Plan - Service Excellence</p>	<p>Objective: To provide leadership support to Council and Senior Leadership in developing a new forward-looking strategic and operational plan for the Town of Riverview.</p> <p>Actions:</p> <ul style="list-style-type: none"> • A draft plan has been created to outline the process that the organization and the incoming Council will follow to develop an updated strategic plan for 2026 to 2030. The draft approach has been reviewed by the Directors group. The planned approach is organized so that some of the preliminary work for the new plan can be done internally within the organization, ensuring that this material is prepared in advance of the new Council being elected. This approach should allow the new Council to begin their part in the planning process shortly after the election.
<p>Economic Development Plan and Housing Accelerator Fund Program</p> <p>Strategic Plan - Thriving Community</p>	<p>Objective: To support the execution of housing accelerator program initiatives and economic development operational plan initiatives scheduled for 2026</p> <p>Actions:</p> <ul style="list-style-type: none"> ▪ The HAF year-end report will be submitted to CMHC by the end of February. All third-year targets and action items have been delivered, which should secure the Town's third HAF payment in March 2026. ▪ Town staff are exploring submitting an additional application under the HAF program for unallocated funds from that program. The maximum the Town can submit for is 10% of its initial award (i.e. \$490,000).

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<p>Operational Management and Oversight</p> <p>Strategic Plan - Service Excellence</p>	<p>Objective: <i>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.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • The annual non-bargaining performance discussions, establishing the PM objectives for 2026, have taken place over the past two months. The goal is to ensure all directors have these conversations concluded by early March. • Employee Town Hall sessions have been organized in all departments for the CAO to provide an overview of key priorities and issues facing the organization in 2026. The following sessions have been completed to date: Town Hall; three sessions at the Fire Hall; and the Parks and Recreation Department. • The Finance Department has been actively managing all year-end activities to ensure the 2025 financial statements can be finalized as part of the annual audit process.
<p>Town Development and Growth</p> <p>Strategic Plan - Thriving Community</p>	<p>Objective: <i>To support key development priority projects and initiatives planned for 2026, with the goal of fostering long-term growth and development in the Town of Riverview.</i></p> <p>Actions:</p> <ul style="list-style-type: none"> • Council and the public received an update from UPLAND Consultants regarding the Bridgedale/Gunningsville secondary planning exercise last month, during which they received a copy of the “What We Heard” report from the first round of consultation. The consultants are now working on proposed options for the road connectivity network for the Town’s review and are also developing plans for the second round of public engagement, which will include a planning session with Council over the next couple of months. • Town staff have met with several proponents and developers for a hotel development in Riverview over the past month. The hotel study that Council previously invested in has been beneficial, as it has brought attention to the potential market opportunity in Riverview.
<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>Action:</p> <ul style="list-style-type: none"> • The three Mayors and CAOs met with the new Chair of the CRPA and the municipal council representatives on the board in February. It was a good discussion focused on how we can align our budget and operational plan processes, including the need for defined metrics and business cases, as we move forward in 2026. The tone of the meeting was positive, and the

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	<p>goal is to set all of us in the right direction to collaborate and align our approaches together.</p> <ul style="list-style-type: none"> • The Mayor and I met with the CAO and Mayor of Fundy Albert to discuss shared interests and priorities as neighbouring communities. • The Mayor and I met with the Ministers of Justice and Public Safety to outline some of the challenges the RCMP had previously highlighted with Council regarding the fact that the RCMP charge a number of chronic individuals and youths with crimes, and they are released by the courts/justice system in short order. The Ministers were aware of these challenges, which not only Riverview is facing, but also municipalities across the country. The key action is to advocate for justice reforms at the federal level.

Other items:

- I participated in the UMNIB Infrastructure Committee meeting in February. The key next step for the committee is to organize a meeting with senior staff at the Department of Transportation and Infrastructure, providing an opportunity to learn more about their internal decision-making and communication processes related to capital projects, as well as the management and communication of provincial road projects, among other topics.

Professional Development in 2026:

- I will participate in CAMA Masterminds classes in 2026. These ongoing virtual meetings bring together a peer group of CAOs to discuss current issues in the municipal world and to learn from one another.
- I participated in the “Busy is BS” professional development session that the Town organized for its non-bargaining employees.