

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: February 26, 2018

Month & Year: January/February 2018

Agenda Item: 7.a.1

Meeting Date: 02/26/2018

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Section 1: 2018 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"> Over 60 employees attended the Employee Engagement Town Hall Session on February 6. Similar to last year's session, senior management provided an overview of 2018 priorities; highlights of 2017; and Bob Lennon from Worksafe NB provided employees an overview of the Town's Safety Leadership Program. The Director of HR and I have been working on a proposed professional development plan for the management team in 2018. In previous years the Town focused on Safety Leadership, managing in a unionized environment, and change management training. For 2018 the current plan is to focus on strengthening communication skills in particular having a session focused on having more timely, open, honest and respectful conversations for the leadership team.
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 implement will strengthen, improve and modernize the Town's Operations (proper planning and allocation of continuous improvement budget).</i></p> <p>Actions:</p> <ul style="list-style-type: none"> The procurement review has taken a little longer than planned but the output from this project will be broader than originally anticipated. At this point the Consultant has draft corporate templates for tender documents; RFPs; statement of work; request for quotations; and to provide assistance in updating the Town's procurement policy and standard. The next step is to finalize those draft templates, have them reviewed by the management team and then a final legal review by the Town's Legal Counsel.
Execution of Corporate	<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>

Priority	Activities
Projects/ Initiatives	<p>Actions:</p> <ul style="list-style-type: none"> At the last committee of the whole meeting, Council was informed that a draft service agreement had been prepared for the Fundraising Consultant, which had worked with the Town on the pre-campaign report, to begin the development of the fundraising campaign. The Town had to take a step back and adjust its plans for this initiative. The sole consultant the Town worked with is no longer part of the organization that completed the pre-campaign report and furthermore the pricing offered for this phase of the project from that firm's response to the initial rfq has expired. Therefore, the Town has made the decision to go to market for the next phase of this project and the Director of Parks & Recreation and I have been developing a new RFP that will be released in the near future. This will provide the Town the opportunity to confirm what providers are in the market to support this project and to establish clear expectations in the RFP for this next phase.
Long Range Capital Plan; Operational Plans & Tax Strategy	<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> <p>Actions:</p> <ul style="list-style-type: none"> The Director of Finance has established a plan to revise and update the Town's long range capital plan that will occur over the next few months. The Management Team have already worked on updating their 10 year projections based on the current projects that are under consideration. The Management Team will be meeting to review those plans and develop proposed options/scenarios they will present to Council to get their direction on how they want the Town to proceed.

Section 2: Other Notable Development & Highlights for Council's Attention:

- The Director of Corporate Services, the Director of Public Works and I held a public information session on February 13 for residents who live on the five streets where local improvement projects are planned for this year. Twenty one residents attended the session. It was an opportunity for the Town to outline the Town's history with local improvement projects; outline the local improvement by-law process; and to discuss the project details. The session went very well and we believe the residents who attended felt it was beneficial. The majority of questions we faced during this session were specific to the project (i.e. schedule; access to drive way; communication by project managers, etc.) versus questions on the local improvement by-law and why are residents being asked to contribute to the project.
- The Town and CUPE held three days of negotiations at the end of January. The two sides continue to address non-monetary issues at this point.
- I participated in a number of meetings with the Codiak Transpo Staff Sub Committee to begin developing a more detailed regional transit strategic plan based on the Destination 2040 Plan. The intent will be to present that more detailed transit plan to the Governance Committee and then, with their endorsement, it will be presented to the three Councils.