

**Town of Riverview**  
**CAO DEPARTMENT MONTHLY REPORT**



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: March 26, 2018

Month & Year: February/March 2018

**Section 1: 2018 Priorities**

Priority	Activities
<p><b>Employee Engagement &amp; Collaboration</b></p>	<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"> <li>To continue to support the Town’s commitment to Safety Leadership, three employees were sent to the DEKRA Safety Leadership Conference in March. This conference was a great development opportunity for those employees. The team will be asked to present lessons learned from the conference and possible actions that the Town could take from their learnings at a future Directors meeting.</li> </ul>
<p><b>Operational Excellence</b></p>	<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"> <li>Templates for the updated procurement documents are about 80% complete. The proposed amendments to our procurement processes recommended by the Consultant are being reviewed by the Town’s Legal Counsel. One of the key issues we are trying to address in this review, is determining what documents are mandatory requirements for a bid tender opening so that we avoid having documentation issues to determine if a bid is compliant or not. Our Legal Counsel has offered a solution that may help prevent the Town from running into those situations.</li> <li>The Director of Engineering &amp; Public Works has developed a preliminary draft of a Council report form related to the implementation of Automate Vehicle Locators (AVLs) for the Town’s fleet of vehicles. Engineering has also visited Dieppe to understand their experience with AVLs. The council report form will be completed in the near future and will also include insights that Codiac Transpo consider in its business case proposal for acquiring updated AVLs for their system. The target is to have a Council report form before Council in the next quarter for their discussion.</li> <li>The Town has an opportunity to work with the regional service commission on two initiatives that could result in innovate solutions for the Town on a go forward basis. The</li> </ul>

Priority	Activities
	Town has the opportunity to access GIS services from the commission as well as participate in a municipal natural assets initiative that aligns with the Town's development of its asset management plan. More details in a council report form in the agenda package.
<b>Execution of Corporate Projects/ Initiatives</b>	<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"> <li>• The RFP for the next phase of the Wellness Centre Fundraising project was released in March with the closing date in early April.</li> <li>• While the Town has received some informal interest from developers and commercial brokers regarding the Town's Old Public Works Site that site has not seen any formal proposals. Therefore, we decided to list the property for sale/development with a commercial broker to have a team actively working on promoting the property. While commercial brokers only get paid after a transaction has occurred due to the potential dollar value associated with the land, the Town needs to follow its procurement process to select a commercial broker to manage the listing. The Director of Economic Development and I have been developing an RFP anticipated to be advertised in the near future.</li> <li>• The Town land at the corner of Pine Glen and Gunningsville Boulevard is still up for sale. While the Town had received a conditional offer on that property, that was approved by Council, the sale fell through as the buyer's condition was not met (i.e. the buyer was wanting to locate a particular business at the location and they were not successful in securing that business).</li> </ul>
<b>Long Range Capital Plan; Operational Plans &amp; Tax Strategy</b>	<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"> <li>• The Director of Finance and CAO have been working on long range financial scenarios to present to Council for discussion and deliberation in order to update the Town's ten year capital plan. The current ten year plan needs to be modified to reflect the current operational and budget parameters facing the Town. We are planning to facilitate an in-depth planning session (there may need to be more than one) for Council in the next quarter.</li> </ul>

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

- The Town and CUPE held one negotiation session in February and have another session scheduled in March.
- The Codiac RCMP Building Committee continues to work with Deloitte in developing the proposed RFP for the new regional police station that is currently targeted for completion in 2020. Due to some recent modification (as a result of Corporate RCMP requirements), the proposed approach has to be modified and all three Councils will be receiving an update in the near future.
- I am part of the CAMA Awards of Excellence jury for 2018. I completed the review of 33 applications for excellences awards and participated with the selection committee to determine the 2018 winners.