

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith

Date: April 24, 2017

Month & Year: April 2017

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>Actions:</p> <ul style="list-style-type: none"> The first quarterly employee roundtable of 2017 occurred on April 12. It was a good discussion with a number of employees on topics including the bridge/causeway project and its impact it will have on the Town; the new service tracker system being used in PWs; the potential for increased use of technology and automation and how that would impact employee roles in the future; etc. The Volunteerism Policy that was proposed by the HR Coordinator is in the final stages of development and finalized before the end of April. The Director of Parks, Recreation, & Community Relations held a successful employee event to celebrate his department's success in the Employee Winter Challenge. The Engineering Department took the time to have a small celebration to recognize all the work put into planning and designing the capital projects for 2017. The first workshop for the Management team for the Safety Leadership Program is scheduled for April 29.
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"> Departments have developed detailed operational plans for 2017 and actions from the strategic plan are being executed. Examples include: <ul style="list-style-type: none"> Riverview, Moncton and Dieppe continue to work with 3+ Corporation to establish a Service Level Agreement focused on regional economic development collaboration. (Smart and Sustainable Growth) The Fire Department is developing a strategic plan for their department and the results of public and staff opinion surveys on the Town's fire services will be presented to Council in the near future. (Service Excellence) A meeting has been scheduled for early June for the Directors to meet to discuss the mid-year status of their departments' operational plans. Council will receive a

Priority	Activities
	mid-year update on the status of all those initiatives in June or July of this year. (Service Excellence).
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>Actions:</p> <ul style="list-style-type: none"> • n/a
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"> • The Director of Economic Development and the CAO have been discussing what actions need to be taken at this time to move forward with the sale of the old Public Works Site and the land at the corner of Pine Glen and Gunningsville Boulevard. We will be entering into arrangements with Commercial Brokers in the year future to list those properties. • Now that the rezoning for the land on Runnymede Road has been approved the Director of Economic Development and the CAO will be exploring what opportunities exists to either sell that land to an interested party or we may even consider proposals to swap the land or a portion of it for other land in the Town that may be of strategic value to the Town of Riverview (i.e. Mill Creek area) Any proposed transaction would require Council approval.

Section 3: Other Notable Development & Highlights for Council's Attention:

- The Town continues to participate with Moncton and Dieppe in the evaluation of RFQ responses for the construction and development of a new Codiac RCMP building. If the current action plan is approved by Council (at the April 24th meeting), we will move forward with our municipal partners to the next stage of this process by developing the RFP for this facility.
- CUPE has provided the Town noticed that it is prepared to begin negotiations on a new contract. CUPE's contract will expire at the end of June 2017.