

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: April 23, 2018

Month & Year: March/April 2018

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">• The Town has continued over the past few years to invest in professional development training for all its employees, and in particular providing managers with additional training opportunities. As has been discussed previously, an area of priority was focusing on improving communication and difficult conversation skills for leaders. Senior Management is scheduled for the "Fierce Conversations" training session on May 7.• The Town's plan to participate in the Natural Assets initiative with the Regional Service Commission is a result of collaborative planning and support by the Finance; Economic Development; Parks and Recreation; and Engineering & Public Works leadership group.
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 Town is beginning the process to roll out Office 365 to the organization. An initial transition of a small group of employees was done on April 13 to ensure the full rollout will be well executed and managed. The transition to Office 365 will provide the Town a number of operation improvements, in particular we will be able to develop a SharePoint site that will improve employees' ability to collaborate across departments, and as well it will allow us to improve employee communication.• The Director of Parks, Recreation and Community Relations is developing a project proposal that would evaluate the offering of youth programs in the community and determine what role the Town should be playing in youth programming today and in the future. In particular this project will assess our youth programs align with the Town's strategic plan as well as the other youth programming opportunities in the region. The

Priority	Activities
	proposal is still in development and the determination of whether to go to market to seek a Consultant to execute that work will be completed in the near future.
Execution of Corporate Projects/ Initiatives	<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"> • The CAO and the Town's IT Consultant have worked with the Directors group to develop a preliminary IT operational plan for the organization. The plan provides a foundation of the IT systems and services in place today and identifies future IT requirements that will need to be considered. The final draft of the plan will be presented to the Directors in May. Council will predominately see the results of this plan at budget time when projects and initiatives have IT requirements. • The rfp for fundraising support for the proposed wellness centre have been submitted and will be reviewed and evaluated over the next few weeks.
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 and I have spent some time planning the facilitated long term planning session that is upcoming for Council members.

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

- The Town and CUPE held one negotiation session in March.
- The CAO in Moncton, Riverview and Dieppe have worked collaborative on a number of initiatives of recent including the regional tourism initiative; the RCMP building committee; a one-day conference in Greater Moncton between the CAMA conference and FCM; etc.