

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: May 28, 2018

Month & Year: April/May 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 Director of Parks, Recreation and Community Relations held an employee Town Hall session on May 17 for the entire team. It was an excellent session where the Director provide staff updates on the current capital and operating projects and provided staff an opportunity to promote their team's successes. I attended to support the engagement activity and to discuss a few corporate initiatives.
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"> n/a
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"> A draft service level agreement for Planning and Inspection Services has been developed and provided to the Town's lawyers to formalize into a standard legal agreement. The draft from the lawyers will be provided to the Town in early June and preliminary discussions with the Commission will be scheduled in late June/early July. The RFP for commercial brokerage services was awarded to Colliers International at the May Regular Council meeting. The first priority will be for Colliers and the Town to work together in developing a marketing and sales plan for the Old Public Works Site. There was some recent interest expressed in Town own land that we have promoted for sale during 2018. There are ongoing discussions with potential purchasers being led by the Director of Economic Development.

Priority	Activities
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"> An updated General Fund – Long Range Capital Plan is being presented to Town Council at the May 28 Committee of the Whole meeting. The CAO, and Director of Finance with the support of the other directors facilitated planning session for Council in late April/early May.

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

- I participated in a planning session for Codiac Transpo with the other two communities and Codiac Staff to develop a proposed mission and vision statement for Codiac Transpo. This will be presented to the Transpo Governance Committee at a future meeting.
- I have been with Codiac Transpo and staff in both Moncton and Dieppe to discussion how the three communities plan to approach the new federal infrastructure program that includes significant dollars for public transit services. In particular, the majority of the funding is to be dedicated to expanding and growing ridership in communities. If the proposed project applications cannot deliver increased ridership they may not receive federal and provincial support.
- Riverview, Dieppe and Moncton have been discussing how we will formalize the funding arrangement related to the future RCMP station. The RCMP Building Committee is working together to develop a funding agreement, similar to the Water agreement that we can bring forward to our Councils for review and endorsement in the future. The upcoming Tri-Council meeting will provide all three Councils with an update on the overall RCMP building project.