

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: June 26, 2017

Month & Year: June 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>Action:</p> <ul style="list-style-type: none"> On June 9, 2017, over 10 staff (and a few Councillors) participated in the United Way Day of Caring to give back to their community by assisting a local non-profit organization with gardening and site cleanup. Employees were able to use the new Volunteer Policy for the first time. Everyone enjoyed the day despite the weather. One of the commitments senior management made to the employees when the Town agreed to participate in WorkSafe Safety Leadership Pilot Program was to keep employees informed of the Town's progress. Employees received an email update prior to the Directors and Supervisors participating in their second workshop on June 16. Which was beneficial since the focus of this second session was "safety contacts", which included fieldwork where the Directors and Supervisors were out visiting employees on the job sites as part of their training. It was good that they got the heads up. The Human Resources Department is coordinating the Town's second Wellness Participation Challenge. The Summer Fling Department Challenge was announced last week and employees are encouraged to complete as many items on the ParticiACTION Playlist over the summer to earn points for their departments. We will have to see if the other departments can knock off the champions, the Parks and Recreation Team. |
| 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"> The Senior Management Team held a planning session in June to review the status of the Town's Strategic and Operational Plans. A lot of work has already gone into executing the plans for 2017. Council will receive a more formal update on the status of the Town's strategic and operational Plans at its July meeting. |
| Operational Excellence and Change | <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>Action:</p> |

| Priority | Activities |
|--------------------------------|--|
| Management: | <ul style="list-style-type: none"> • The Town, led by the Director of Finance, continues to work away at establishing a formal Asset Management Plan for the Town. Positive progress has been made on developing this plan with the support of Opus Consulting. Once the plan is finalized it will have a notable impact on how the Town manages and utilizes its assets in the future. • The Town Clerk continues to roll out the new escribe system for agenda management. The agendas and associated material packages are now posted on the Town's website using escribe, which is easier for residents to access the agenda and review the material. The Town Clerk has also recently had a training session with Town Council to provide them an overview of how to use the system during Council meetings. This implementation of this technology is a positive process improvement as it will allow us to stop producing the agenda package in a time consuming pdf format and it has already improved the time required to produce meeting minutes. |
| 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 I continue to promote and encourage the development community to consider development opportunities in Riverview including Findley Park area; land of Gunningsville Boulevard; and the Old Public Works Site. While there continue to be some interest in potential opportunities, the market conditions still dictate a reluctance for developers to take action in the short term. |

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

- I attended the Canadian Association of Municipal Administrators Conference in Gatineau at the end of May. It was a positive professional development opportunity where I was able to hear some excellent speakers, meet peers in this industry, and talk to some vendors with products or services that the Town may want to consider.
- I also attended one day of the New Brunswick Association of Municipal Administrators Conference in Saint John in June. One take away from that session that I am currently acting on is I am meeting a local Moncton IT developer that has a system to help manage, monitor and evaluate the progress a municipality has in the execution of its strategic plan. There are a few other solutions out in the market I have been researching, however this is a local solution that I plan to take a more in-depth review to determine if it would bring value to this organization and Council.