

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: September 24, 2018

Month & Year: July, August, September 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 second employee roundtable for this year has been scheduled for September 27.• The United Way Campaign Committee is in the early stages of planning for the 2019 campaign. One of the items that we considered introducing this year was to have a kickoff event where employees would be invited to hear from a current organization that receives funding from the United Way to see what impact their donations can make in the community. This event could be coordinated with an employee engagement exercise already being planned by the Parks & Recreation team, however those details are still being worked out.• External HR Consultants have recently completed a team work and productivity exercise within the Engineering Departments designed to help identify opportunities to improve the team dynamics and increase collaboration within the department. The report and recommendations were presented to the CAO, HR and Engineering team in September. Action on those recommendations will need to be taken over the next several months.
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">• An external review of the Town's current IT service model is currently under way to determine if the current outsourced IT service arrangement is the most appropriate service model for the Town to have in place when considering the current IT infrastructure; the IT services the Town requires; and the current size and complement of the organization.

Priority	Activities
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 Town and the Planning Commission have been formalizing the proposed agreement for planning and inspection services that the Town will begin to receive from the Planning Commission in 2020. The draft agreement is about 90% completed and both parties plan to bring the agreement forward for review and ratification in November. • The Town has finalized the purchase of the parking lot beside the Chocolate River Station from Imperial Oil. The lot is required for the tenants of the building today, and if a business was interested in purchasing that property in the future they would require that a park lot for the building be in place. • The CAO and Director of Economic Development continue to have ongoing conversations with interested parties on a few selected Town properties that Council has indicated a willingness to sell. Any formal purchase and sale agreements will be brought forward to Council for formal review and approval.
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 Town's Management Team have already begun to discuss what capital projects the Town will apply for funding through the upcoming Federal and Provincial Infrastructure Program. The expectation is the funding application period will be opened sometime after the election in September. The priority projects that we want to focus our application on would be projects already within our ten year capital plan. With one exception, if the Town is going to take advantage of the amount of funding for public transit it will need to submit a request for capital dollars for transit improvements. The operational budget impact of new transit services is the larger and more significant budget challenge that Council will need to consider. • The Town has submitted an application to the Regional Development Corporation for funding for the Lion's Pool Project which is scheduled for 2019. Part of the rationale for this application is that the Province provided funding support for an outdoor pool in Moncton in 2018. That application was submitted in June. The Town has not received a response from the Province at this time. • The proposed budget parameters for the 2019 General and Utilities Budget will be presented to Council at the Committee of the Whole Meeting on September 24. If Council maintains its commitment to the ten year plan, the budget parameters were established in the approved revenue and expenditure assumptions in the ten year plan.

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

- Council should be aware that Codiac Transpo received a number of requests for bus services (direct shuttles) for Riverview for the first major event at the Downtown Centre. Codiac Transpo indicated they received over 40 requests prior to and during the night of the event for direct

services to Riverview. While both Riverview buses would have gotten residents to the venue in time for the concert, our routes end at 9:30 p.m. time period so there would be no return service.