

# Town of Riverview

## CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: October 22, 2018

Month & Year: September, October 2018

### Section 1: 2018 Priorities

Priority	Activities
<b>Employee Engagement &amp; Collaboration</b>	<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"> <li>The second employee roundtable for this year occurred on September 27. The group had a good discussion on ongoing capital projects; development in the Town; and employee engagement and recognition.</li> <li>The Parks and Recreation Team held a breakfast for all Town employees on October 10. The Parks and Recreation Team took the time to prepare and host a breakfast with over 30 Town employees who were able to attend. The Team should be commended for putting this exercise forward to promote engagement within their team and across the organization. The United Way and Atlantic Wellness Centre were invited in to speak briefly about the United Way Campaign and how the funds raised are used to support valuable community organizations such as Atlantic Wellness Centre.</li> </ul>
<b>Operational Excellence</b>	<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"> <li>The consultant has completed over 35 hours into the IT external review scope of work. The anticipation is a final report will be received by the CAO in November. The Town's external IT provider has been fully involved and engaged in this review process.</li> </ul>
<b>Execution of Corporate Projects/ Initiatives</b>	<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"> <li>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 Regional</li> </ul>

Priority	Activities
	<p>Planning Commission in 2020. The draft agreement is completed and both parties plan to bring the agreement forward for review and ratification in November.</p> <ul style="list-style-type: none"> <li>• 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. The formalization of agreements are in the preliminary stages of development with the hope that some of those agreements can become a reality before the end of the year.</li> <li>• Since the award of the rfp for fundraising services to BNP, the project team on this project has been in full swing. The project team has worked with BNP to identify an initial list of candidates for the steering committee, which they will begin meeting with shortly to discuss their interest in working on this committee. The job description for the Term Project Coordinator position has been completed and the position has been advertised. The Case Statement for the project has been updated to reflect the phased approach planned for this entire complex. As discussed during the updated to the 10 year capital plan, the current concept for phase one is for a modern pool; fieldhouse complex and walking track. Future phases will include the integration of potential arena and other amenities. These details will be further refined as the Project Steering Committee begins their work. The current working committee is also planning site visits to St. Stephen and Woodstock to see their facilities.</li> </ul>
<b>Long Range Capital Plan; Operational Plans &amp; Tax Strategy</b>	<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"> <li>• The Town's 2019 budget process and the deadlines for departments to complete their first draft budget for internal review is the end of October.</li> <li>• Per the Water Agreement, the Town of Riverview and the City of Dieppe have with the City of Moncton, Town staff participate in a meeting discussing next year's wholesale water rates and into the future. As outlined in the agreement, Riverview and Dieppe see increased costs based on the actual expenses incurred by the City of Moncton in the previous year. The wholesale water rate is projected to increase by over 10% next year and that rate is projected to increase in the future. The biggest factor to influence rates is potential projects that need to be done to address the concerns over blue/green algae that started last year. We are anticipating some capital investment to address this issue in the future.</li> </ul>

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

- It was recently identified that the zoning by-law requires that property owners who want to develop infill lots within Riverview would have to provide funding to the Town for LFPP land. The cash in lieu for LFPP could cost a property owner an additional \$3,000 or more depending on the size of the lot. The previous zoning by-law had an exemption because the planning principle for that exemption was the Town wanted to encourage infill development. The CAO, Directors

of Parks and Economic Development have worked with Urban Planning to update the zoning by-law to reintroduce the exemption to not require LFPP contributions for in-fill lots. That will be brought to Council for discussion in the near future.

- Urban Planning has been developing a new by-law to address Council's request to have rules in place that would prevent advertising signs to be placed along the Town's riverfront. That will be brought to Council for discussion in the near future.
- Council should be aware that Codiac Transpo continues to receive requests for bus services (direct shuttles) for Riverview for the first major event at the Downtown Centre.