

Town of Riverview

CAO DEPARTMENT MONTHLY REPORT



To: Mayor and Town Council

Prepared by: Colin Smith, CAO

Date: November 26, 2018

Month & Year: October/ November 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"> • N/A
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 consultant has completed the review of the Town's IT Services and the final report will be presented to the CAO on November 22. The Town's external IT provider has been fully involved and engaged in this review process. Actions out of the report will be reviewed and presented to Council in the future. • External resources have been allocated to assist the Town in addressing some of the current operational challenges with the team environment in the Engineering Department. There has been positive progress made on this initiative.
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 formalized the proposed agreement for planning and inspection services that the Town will begin to receive from the Regional Planning Commission in 2020. The draft agreement will be reviewed and ratified by Council before the end of the year. • The close date for the sale of the RCMP Station (which has been approved by Council) has been set for November 23. The modification of the close date was due to administrative tasks related to the closing process. I hope to inform Council at this meeting that the sale has gone through.

Priority	Activities
	<ul style="list-style-type: none"> • Council previously approved the sale of the land at the corner of Pine Glen Road and Gunningsville to an interested developer, however during their due diligence they determined the site was not ideal for their client. • I continue to play a supportive role in moving forward with the Wellness Centre Project. Actions during the month on this project included: a number of discussions with candidates for the Fundraising Steering Committee; the Project Coordinator position has been shortlisted and a number of candidates are being interviewed; and Town staff have begun to work with BNP to prepare for meetings with Federal and Provincial Government representatives to promote awareness of this project.
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 budget binders were prepared for Council in advance of the budget sessions on November 21.

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

- I participated in a meeting with the working group that includes representatives from Riverview High; Riverview Middle; Riverview East Schools; the RCMP; the Town; and our local MLA to determine what actions are available to our community to address current challenges and issues facing the youth in our community.