

## **CAO Update:**

December 13, 2016

### **Administration:**

- We had an excellent staff Christmas party on Friday.
- Annual fuel bids and printed material bids are being evaluated.

### **Finance:**

- We are getting ready to do the year end change over between Christmas and New Year's.
- The Town office has been closed at noon since Monday. So far we have heard no feedback.
- Teleconference with Diamond on electronic time sheets later this week.

### **Projects:**

- Lift Station E: The foundation is poured and the casing rings will be installed over the next couple of weeks.

### **Operations:**

- Crews are sanding intersections. The sand has been blowing away, but we did mix courser material with the sand which has helped.
- The water treatment plant is down for 2 days for planned repairs of the overflow trough and filter splitter.

### **Planning:**

- Advertising is underway for those interested in being involved in focus groups for the Down Town Plan. So far there has not been much response.
- Still waiting for Northplex on the new agreement.

### **Emergency Services:**

- 3- Duty Officer call-outs, 1- MVA, 2-Structure Fires/with one vehicle fire with structure, 1-Medical Co-Response. It was a long week, with lots of late nights and early mornings, fire fighters put in dozens of hours in extreme conditions which is very much appreciated.

## **Community Services:**

### **Parks and Facilities**

- Tenders for greenspaces being evaluated.

### **Administration**

- Hockey Tournament went well on the weekend.

### **Enforcement Services**

- Participated in the Candy Cane Check stop on the 5<sup>th</sup> – but it was so cold, it was cut a bit short
- Have Toys for Tickets again this year until December 21. Any parking tickets given out can be paid with a new toy for half the price of the ticket. Community members have until the 23<sup>rd</sup> to bring in a gift
- Working on an agreement with Animal Rescue for operation of the pound.

#### **Parent Link**

- Have the casual enhancement position starting on the 15th.

#### **Program Coordinator**

- Hired two casual staff for the front desk
- Recreation Assistant 2 started Monday
- PD Day camp was full.

#### **NLAC**

- Completed Jumpstart application to offset costs for adapted aquatics. Waiting to hear if we are successful.

#### **FCSS**

- Finishing FCSS grants, following up with reports from agencies.
- Met with the Friendship Centre, who are over capacity with their programs. Will look at possibly taking over Santa's Anonymous in 2017.

#### **Internal**

- **December 12<sup>th</sup> – Self Care course at Parent Link**
- **December 14 – Ladies Night Out with Charmaine Hammond – 5:30-8:30PM**
- **Dec 16 – Movie at Pool – 5-7 PM**
- **Jan 14<sup>th</sup> – Prenatal Class (Parentlink)**

#### **External**

- **December 17<sup>th</sup> – All seasons market**