

## **CAO Update:**

November 28, 2017

### **Administration:**

- Ruth's last day is on November 30<sup>th</sup>. I would like to thank Ruth for her hard work and dedication. It has been a very difficult time following the fire with new staff and new programs, and implementing operational strategies for the MRC. She has made tremendous progress with many accomplishments. Audrey DeWit will be here on Wednesday starting as acting Director for Community services until a permanent person is hired.
- The digital sign on 6<sup>th</sup> avenue is repaired. A new computer and software was installed. The Communications person, rather than MRC staff, is now responsible for updating it.

### **Finance:**

- The finance group has focused on finishing the budget for review by Council next week.
- The interim audit went well with no issues identified.

### **Projects:**

- MRC - Arena 1 De-humidifier temporary unit was swapped out with the permanent unit and is now in service. This was the final phase of the overall MRC Upgrades Projects and once we receive the final invoices, we can submit a claim for final payment from the Canada 150 grant administrator.
- Regional Water line project on site construction of intake and pumping station is on schedule with the below grade concrete floor being poured this week and they will start forming the cellar walls this week. Pipeline project construction and site work will start early January.
- Main Street North Water Line replacement project construction has not progressed in the past week with the adverse weather conditions, but we hope to start making progress again this week. All 5 sections of main line pipe along Tamarack Road are drilled and pulled in. We have 2 of the 6 major tie-ins along Tamarack Road completed and are currently working on the 3rd tie-in. We will be working on the other 3 major tie-ins over the next 2-3 weeks and are hoping to have the section of the main line along Tamarack Road in service this year once the other major tie-ins are complete.
- Engineering and design on the Road Rehabilitation on 5 Ave NW between 5 St and 8 St NW is in progress. Expecting to go out to tender in Q1, 2018.
- The Sewage Lagoon Upgrade Project is in the detailed engineering phase with a design review taking place today with operations and our engineering consultant. We have awarded the contract for the removal of the composted sludge material from the existing Sludge Drying cell to get it ready to be converted into active cell No. 2. We started the preliminary work to prepare the drying cell for the mass excavation and hauling effort, but the adverse weather conditions over the last week has stalled progress, so hoping to get back on track this week. We will be hauling the bio solids to the Lesser Slave Regional Waste Site where they will use it as cover. We are also currently working with the SAGR equipment supplier to begin procuring their equipment for the new system.
- CN Rail light upgrades on the Main Street crossing are well under way. New lights and crossing arms will be installed on the Main Street crossing, and the underground wiring will be installed from the new control panel at Main Street down the tracks to the 3 St SW crossing this year with the new lights at that crossing not being installed until spring.

- CN Rail track replacement project through town is complete now, but has left 2 crossings higher than before. We met with CN to discuss this issue and are now following up to see why the temporary repairs were not completed as committed.
- Working on connecting the Legacy Building Management System with the Government Center Building Management System, so we can monitor the systems remotely.

#### **Operations and Utilities:**

- Crews are out grading and sanding. They got through the whole Town including residential in record time, just in time for another major snow fall. They have been taking a lot of abuse from the public, including people climbing up on the machines and yelling and swearing and in one case spitting on the operator. We have installed video cams in the equipment and will be following up on these events, since no person should have to endure this as part of their job.
- Communications on snow removal progress has been stepped up with twice daily updates on social media including pictures and videos.
- The snowflakes and lights were installed for Light up for Christmas celebrations. Staff placed and manned barricades for the parade.

#### **Planning:**

- Starting to review various MGA changes and implementing amendments to development forms, applications, procedures, etc., as well as noting required Land Use Bylaw amendments to be included in a future housekeeping bylaw.
- Preparing a new Brochure for Renovations.
- Completing reports for the December MPC Meeting.
- Completing the last of the Land Base scanning into Docushare.
- Completing a review of the Docushare procedure with Planning Staff.
- Creating a Plan Review form for Downtown Developments that picks up the regulations from the Urban Design Handbook.
- Finished 2018 Service Levels overview.

#### **Emergency Services:**

- We have had an extremely busy week with 19 total calls for the week. The majority of the calls were MVA's and we responded to 3 Structure fires. Also, the Fire Hall hosted a Regional Vehicle Extrication day with a Widewater burn and Bone Identification training put on by the RCMP. We are three calls away from breaking our hall record.

-3 Structure Fires -710 2 AVE NW, 679 W Mitsue Road, 908 Southshore Drive East  
 -4 Duty Officer -1550 Holmes Trail, 97 Bayer Road, 1551 Main ST SE, 1200 Main ST S  
 -1-Medical Co-Response -421 3 AVE NE  
 -1-Wildland Fire- Tolko Industries  
 -1-SAR Rescue  
 -9-MVA's -HWY 44 S TWP 652, 309 6 ST NE, HWY 2 15 KM West SL, HWY 2 Athabasca, HWY 2 2KM East Mitsue, HWY 44 & Chisholm turn off, HWY 88 98 KM N SL, West Mitsue Road, HWY 2 & Main ST SW

## **Community Services:**

### **Enforcement Services**

- Working on strategies to handle all the snow clearing complaints. There have many many complaints regarding residents sidewalks.

### **Facilities**

- Snow haul from Government centre will take place tonight.
- Issues with ice plant at MRC with syncing old and new components, working with CIMCO for solutions.
- Tree pruning is complete for the season.

### **Administration**

- The Christmas Craft Sale went well.

### **Program Coordinator**

- Submitted Canada Day Grant application.
- Working on dividing duties among other staff while Jill is still covering parks and facilities.
- Decorating the MRC.
- Working on programs.
- All Holiday Skates are now sponsored.

### **FCSS**

- Started strategic plan for the next 2 years.
- Had a Coalition Meeting, planning activities for Frost Fest.
- Working on brochures for next year.

### **PARENTLINK**

- Grand Opening for the “Better Together” Parentlink Resource Centre went really well.
- Practicum students last day is today, November 16<sup>th</sup>.
- Enhancement funds are complete, and there is one less person at Parentlink (Outreach).

### **POOL**

- Changing registration process to emailing rather than calling parents to confirm registration.
- Registration forms will be out Monday for January/February/March lessons.

### **Internal**

- December 1<sup>st</sup>- Kids Paint Night
- December 9<sup>th</sup> – Christmas Cookie Decorating
- December 10<sup>th</sup> – Canada 150 Skate Day and Mural Unveiling
- December 24<sup>th</sup>-January 5<sup>th</sup> – Free Holiday Skates 12-2pm
- February 10<sup>th</sup> – 19<sup>th</sup> – Frost Fest

### **External**

- December 2<sup>nd</sup>- Farmers Market
- December 2<sup>nd</sup> – Novice Tournament
- December 9<sup>th</sup> – All Seasons Market
- December 9<sup>th</sup> – Little Lightning Tournament