

## **CAO Update:**

October 11, 2016

### **Administration:**

- The new website is operating well. The App is being finalized.
- A Facility Manager was hired to begin on October 24.

### **Finance:**

- We are struggling with coverage on payroll since the Payroll Clerk is on vacation and her relief is sick. I appreciate the extra effort of those stepping in, and we have to realize that other work will be deferred.

### **Projects:**

- 2 Ave NW: The parking area along south side has been milled and overlaid. The missing trees on the south side will be replaced and the paving stones will be completed this fall.
- 6 Ave SE: The pavement has been completed. The north side sidewalk is still scheduled for this fall.
- 12 Street SE: The road will be paved once the sidewalks have cured. They should be done tomorrow and need at least a week before paving.
- 7 Street SE & 1A Ave SE: Paving is nearly complete with the remainder and the sidewalks still to be done this fall.
- Lift Station E: Contractor is working on site. Birch Road will be closed for about 7 days starting today. He has delayed closing the road and digging as long as possible in order to minimize the time it is closed. The electronic sign and detour signs have been placed.
- Chloramine Conversion: The conversion is complete although the system requires further tuning. We are looking at 24 hour operation to avoid startup issues.
- Main street track crossing: Work is underway with curbs and sidewalks being poured. The islands were removed. Paving will occur in about a week. Only one lane at a time will be closed.

### **Operations:**

#### Administration

- Reviewing Storm Drainage Master Plan Report
- Reviewing Sanitary Sewer Master Plan Report
- Ongoing work with Associated Engineering & Alberta Environment on TOSL Waste Water Treatment requirements & Plan. CAP Sewer 2016-16

#### Operations

- Road Sweeping
- Winter prep
- Grading

- Sewage lagoon maintenance – air lines
- Alley inspection/maintenance
- Asphalt patch program ongoing - 90% complete

#### Utilities

- Completed hydrant winterization
- Pre winter checks & maintenance of sewage lagoons
- Minor debugging issues with new Chloramination system.
- Some issues with water meter reading computer. Waiting for loan unit before returning for repairs.
- Water meter Chloramination Switchover
  - Chemical balancing issues – due primarily to stop/go schedule rather than ongoing operation
  - Ammonia pump issues (SCADA) currently running in manual
  - AE back this week to debug/coordinate system

- Engineering

- Updating drawings in anticipation of winter.
  - MRC Snow Clearing
  - Government Center Snow Clearing
  - Designated sidewalks
  - Snow Storage plan
  - Trail snow clearing Map

} Community  
Service  
Requests

#### Planning:

- Dealing with an influx of activity on smaller development permits.
- Wrapping up 2012, and 2013 development permits with 9 still open.
- The RFP for the Downtown Plan is closing on October 19<sup>th</sup>.
- Dealing with several enforcement issues.

#### Community Services:

#### Administration

- Tenders and Quotations are out for snow removal for MRC, Gov Centre, Trails and Designated Sidewalks
- Getting a list together of items for public auction

- Have the cubicles in the upstairs at the MRC removed, and the upstairs is ready for renting and programming
- Working on additional training for Facility Dude – included pool staff, to start to get our maintenance management up and running
- Have an accepted offer for the Facility and Parks Manager – will be starting October 24
- Went to High Prairie to view the set up for gymnastics that is utilized there

### **Parks and Facilities**

- Centennial Daycare – Have all the front windows boarded, and utilities are transferred over – still working on complete winterization
- Had three large trees taken down on the bear trails between the suspension bridge and highway 2 - had to contract out, as the three trees were too large for Parks staff to take down
- Working on park signs, should be complete within the next two weeks
- Finishing up on duct cleaning at the MRC (contracted services) as part of the deficiencies for the air balance
- Continue with beaver relocation
- Working on getting the floor in the Arena hallways fixed/replaced and quotations for a new floor
- Working with Convergent (security systems) on requirements for hardware and a service contract for the Government Centre
- Panels are being fabricated for the Schurter Park Bridge, installation and completion is expected within the next week

### **Pool**

- Regular schedule and adapted lessons start this week
- Saturday lessons start on October 15<sup>th</sup>, there is good response - it runs for 8 weeks
- Monday, Wednesday, Friday lessons start October 17<sup>th</sup>

### **Seniors**

- North Haven income tax session is a go. We are training them how to do taxes. This is also open to the public for the learning session.
- Ad for snow removal and free pizza is in the paper
- Program brochures are done for January

## **FCSS**

- Getting prepared for the ESS drill on Wednesday-mock disaster
- Completed ICS 100 training
- Updating Community Services list for the ESS drill

## **Parent Link**

- Moms have asked to expand the baby programs. We currently have them once a week but will consider in the New Year to go to two
- We have two surveys out. One is for dad programming - what they want to see; and the other one is what parents want to see for programming.
- We have a frozen cookie dough and muffin dough fundraiser for \$16 a tub and the funds go towards renting out facilities like the Fieldhouse

## **Program Coordinator**

- Climbing wall - working on getting it operational
- PD Day Camp is October 28<sup>th</sup> and we are just confirming if it will be held at the college or upstairs at the MRC
- We are creating birthday packages that include food
- Sponsorship and Advertising packages are almost complete
- The new program guide is out
- We are working in programming for upstairs at the MRC. There is a demand for toddler programming, we are considering many options.

## **Events/programs**

### **Internal**

- October 13<sup>th</sup> – Infant Massage – Parent Link
- October 18<sup>th</sup> - Tumble Tots Starting
- October 29<sup>th</sup> - Kids Halloween Party & All Seasons Market

## **Regional Fire:**

The Open House was a huge success at the new location. We saw 27 partners from the Emergency Services Committee participating and 500 people from the community that attended. This strong partnership results in the excellent emergency service that we enjoy in our region.