

CAO Update:

October 18, 2016

Administration:

- Interviews for a Project Manager are starting this week.
- Strategic Planning for Council will take place this Saturday.

Finance:

- Preparation of the capital plan for 2017 is underway.
- We are struggling with coverage on payroll and tax 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:

The snow and rain has delayed all the projects. However, we are hoping for a window this week for the paving crew to complete the paving. An extra sidewalk crew is here. The intent is to finish the sidewalks that are open prior to removing any more.

- 2 Ave NW: The missing trees on the south side will be replaced and the paving stone will start this week.
- 6 Ave SE: The pavement has been completed. The north side sidewalk is being worked on this week.
- 12 Street SE: The road will be paved this week pending weather. Crews have completed the driveway repairs (except on specialized one).
- 7 Street SE & 1A Ave SE: Paving is partially complete with the remainder to be done this week as weather allows. The sidewalks on 7th are last priority for this year but will be completed weather permitting.
- Lift Station E: Birch Road has been closed but should be opened this week. The contractor has had a lot of problems with excavations slumping and has been unable to install the line under the road.
- Chloramine Conversion: The conversion is complete although the system requires further tuning. We are still looking at 24 hour operation to avoid startup issues.
- Main street track crossing: Work is underway with curbs and sidewalks nearly complete. Paving will occur Saturday as weather permits. 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

- Preparing Solid Waste Disposal RFP
- Operations
 - Grading
 - Alley inspection/maintenance
 - Asphalt patch program ongoing - 90% complete (weather)
 - CB 1A Ave & 2 Ave NE complete
 - Recycling centre cleanup & concrete pad for grass disposal built (great job by Town crews)
 - Drainage for 6th Street and Cariboo cleaned up.
- Utilities
 - Locates and cc repairs ongoing – forestry building, hospital, burned hotel
 - Pre-winter checks of landfill wells
 - 2 shut offs last week and 6 today for water bill non-payment. One of today's has already been paid with 2 more making arrangements.
- Engineering
 - Updating drawings in anticipation of winter.
 - Designated sidewalks
 - Snow Storage plan
 - Updating Storm Drainage Drawings

Planning:

- Dealing with an influx of activity on smaller development permits for special events and sheds. 5 issued today alone with 4 new ones opened.
- Wrapping up 2012, and 2013 development permits with 8 still open. After this week site inspections will be deferred until spring.
- The RFP for the Downtown Plan is closing on October 19th.
- Dealing with several enforcement issues.
- Updating Offsite Levy Policy
- Discharging unnecessary right of ways for SW drainage.

Community Services:

Administration

- The concession lease is renewed for two years.
- Centennial Daycare building is boarded up.
- Met with HPSD and Living Waters administration to review the Joint Use Agreement and financials.
- One, two week suspension of ice privileges was given to a team in the Men's Recreational Hockey League.

Parks and Facilities

- The new parks signs are being installed this week
- Having all the flooring fixed in the hallways in Arena 2
- The final work on Schurter Bridge is tentatively set for Oct 24

NLAC

- Will be hosting a Halloween Swim with a movie on October 29th
- Testing out the "When I Work" app and program for staff scheduling
- Added a 10 am Tuesday/Thursday Preschool Plunge time

Parent Link

- Infant massage is full
- Looking at setting up ASQ/ASQ-SE(Ages and Stages Questionnaire and Ages and Stages Questionnaire- Social Emotional)training
- Met with Northern Lakes Collaborative Services to look at setting up some partnerships
- Completing the ECD Coalition Grant

Program Coordinator

- Still putting together Birthday Party packages - some additional considerations for incorporating the food aspect
- Hosting a PD Day Camp at the MRC on October 28th, looking to hire 1 or 2 casual staff to help with this and some after school programming
- Preparing a Canada 150 grant application

Regional Wellness

- Volunteer conference was unfortunately cancelled due to lack of attendance
- Gave out Partnership Grants, grants and training initiatives

Internal

- October 18th - Tumble Tots Starting
- October 28th – PD Day Camp
- October 29th- Kids Halloween Party & All Seasons Market
- October 29th – 5-7pm – Halloween Swim
- October 29th/30th – Babysitting Course
- November 5th – Home Alone
- November 8th – Learn to Run starts

External

- October 29th – All Seasons Market/Farmer's Market
- November 12th/13th – Peewee Tournament
- November 18th – Moonlight Madness/Christmas Parade

- November 18th-19th – Christmas Craft Sale
- November 19th-20th – Atom Tournament

Regional Fire:

The mock exercise was held last week. It was an excellent learning exercise both for new participants and those of us who have been through several. This was the first time that we have tested the new plan for the reception center. It was very successful.