

CAO 2015 FOURTH QUARTER



2/8/2016

Quarterly Report

This report highlights the Chief Administrative Officers responsibilities carried out during the period as directed by Council and in accordance with the Municipal Government Act and other applicable legislation.

CAO 2015 Fourth Quarter

QUARTERLY REPORT

HIGHLIGHTS

- CP Holiday Train – visited and entertained Pincher Creek Community
- Council agreed to lease the old RCMP Building on Main St. to McMan Youth and Family Services for the community food bank “The Junction”
- Organizational meeting of Council – committee appointments and deputy Mayor Schedule
- Municipal By-Election – scheduled for January 11, 2016
- Fibre communication network – Administration directed to work with AXIA Medianet to explore community interest
- Appointment of municipal auditors – awarded to Young Parkin McNab LLP
- Award of Banking Services – to ATB Financial
- Funding commitment to Stars Air Ambulance of \$2.00 per capita for 2016, to be reviewed for the upcoming 2017/18 operating budget
- Annual Staff and Council Christmas Party – we had a good turnout of staff and Council. Many thanks to the Social Committee for putting together a fun-filled evening!

BYLAWS

- No Bylaws amended or proposed in this timeframe

POLICIES

- Support to Community Groups and Organizations Policy # 163-16 – first draft

OTHER PERTINENT DECISIONS

- Councillor Tammy Rubbelke – resignation from Council
- Approve addition to Housing Plan – re: future needs and site expansion of Fire Hall
- Curling Club Lease – renewed for 3 yrs.
- Wildlife Questionnaire – approved for community input
- Fluoridation Survey – made available for public input
- Council participation – Fort MacLeod Santa Claus Parade
- Assessment Review Board – Refresher Training approved for Cllr. Lorne Jackson
- Golf Club Society – 5 yr. lease renewal
- Invitation to Town of Fort MacLeod to participate in Regional Transportation Study and Opportunities
- Award of Public Transportation Study to HDR Corporation
- Unofficial Petition received for Canyon Dr. and Canyon Cres. Traffic Safety Concerns
- Award of Technical Communications Services to Trinus Technologies Inc.

COUNCIL DELEGATIONS

- Sharon Roberts and Lynne Walker – Pincher Creek Chamber of Commerce Update
- Anne Gover, Jerold Visser and Sue Kuffinoff – McMan Youth and Family Services
- Former Town Mayors and/or representatives – Harriette Dickie, Carole Teran, Ernie Olsen, Eldred Lowe and Art Bonertz
- Alberta Environment and Parks – Scott Duguid, Peter Swain, Tourism – Kristen House, Municipal Affairs – Joannes Wong, Stantec – Shawn Bravender – re: Castle Protection Area
- School Representatives: Holy Spirit – Lisa Palmarin, Mike Herauf, LRSD – Jeff Perry, Canyon School – Dave Fender, Matthew Halton – Tara Tanner – re: Joint Use Agreement
- Karina Cail and Paul Erickson – Livingstone School – Re: Provincial Basketball Tournament
- Marie Meckelborg – Children’s World Daycare – rent relief
- Keith Bott and Cal Clark – Riversdale Resources Mine Update
- Ted Carruthers and Judy Mackintosh – South Country Trappers
- Peter Argument and Patty Richards – Shell Waterton Gas Plant update

CAO – MEETINGS, WEBINARS, COURSES, ETC.

- AEMA – Alberta Emergency Management Agency Summit – Calgary
- Legal Counsel mtg
- HR Consultant – year end synopsis
- AUMA – Ambulance Dispatch Webinar
- Housing Committee mtgs.
- Regional meeting with Mst. Of Tourism – David Eggen
- AHS and Pincher Creek Emergency Services – Operations mtg.
- REMO – Regional Emergency Management Organization Committee
- Emergency Services Commission mtgs.
- Joint Health and Safety Committee
- Merlin McNaughton – Fortis Alberta Municipal Relations – annual report
- Tony Walker – Community Futures
- Ed Martin and Matt Redgrave – Martin Geomatics – development
- Anne Gover – McMan Youth and Family Services
- Alberta Tagoe – Talbera International Technologies Ltd. – Engineering Services
- Provincial Disaster Recovery Representatives
- Oldman River Regional Services Commission – planners
- Bi-annual – Labor Management meeting
- Media relations – Shootin the Breeze, Pincher Creek Echo and Pincher Creek Voice
- Broadband Committee
- Economic and Events Officer with Dir. Of Corporate Services
- Regional Council mtg. – Crowsnest Pass
- AXIA Medianet – Head Office – Calgary
- ATB Financial Rep – Mark Thibeault
- Human Rights Commission – meeting
- Regular bi-monthly staff and management mtgs.

STAFF MONTHLY SAFETY TALKS:

- October – Administration Dept. – Backing Up Safely – presented by Peace Officer
- November – Recreation Dept. – Christmas Season Safety

- December – Administration Dept. – RBC Financial Planning – Employee Services

UPCOMING PROJECTS/PRIORITIES:

- Implementing new tracking document for department projects
- Strategic Planning Review
- Community Information Meeting
- Housing Needs Assessment
- Emergency Services Commission – assist with Governance Structure
- Bylaw Dept. Needs and Structure
- Alley Maintenance Agreement Proposal
- Emergency Management Organizational Training

Another year is behind us, and a lot of projects and work plans were completed or had substantial progress. The Town Council and Staff have worked diligently to provide good value and timely service to the residents and ratepayers of Pincher Creek. I'm very proud of the overall performance of our organization, and I hope and trust that the residents of Pincher Creek are satisfied and recognize the dedication of our people. We do the best we can to provide good service and a safe place to live and do business.

Report provided by CAO – Laurie Wilgosh, LGA