

CAO 2015 SECOND QUARTER



7/28/2015

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 second Quarter

QUARTERLY REPORT

HIGHLIGHTS

- 2014 – Financial Statements – presented and approved with a 3% surplus
- 2015 Millrate Bylaw # 1617-15 – passed with no municipal increase
- Canada 150 Community Infrastructure Application submitted for Spray Park development
- Capital Budget increases approved – re: investment interest, water treatment plant upgrades, water line distribution project, Castlevew storm drainage project and water treatment plant UV installation project
- Community Peace Officer Appointment – John Herasemluk
- May 8, 2015 – resignation of Cllr. Adrian Hartman
- June 1st, 2015 – nomination day – Councillor vacancy
- June 9, 2015 – Swearing -In Ceremony – Cllr. Jim Litkowski
- Public Hearing – re: Municipal Reserve disposal

BYLAWS

- Mill Rate Bylaw # 1617-15 – passed with third reading
- Natural Gas Distribution System Franchise Agreement # 1529-15 – pending 2nd and 3rd readings

POLICIES

- Payment Card Acceptance Policy # 702-15 – approved

OTHER PERTINENT DECISIONS

- NRCB Manure Tank Application – Town Council concerns submitted, re: odour control
- Regional Transportation Funding – approval to request balance of Regional Collaboration for Regional Services Study
- Fire Hall Office renovation approval
- Schofield Sidewalk Project – alteration – to south side of street
- Police Advisory Committee – Terms of Reference amendments
- Community Housing Needs Assessment – approval

COUNCIL DELEGATIONS

- Darren Adamson – Young, Parkin, McNab – re: Town 2014 Financial Statements
- John Grove – Alta Link
- ESRD – Keith Bocking, and Bryan Sundberg – Provincial Park maintenance
- MD Resident – water intake concerns
- Carol Robinson – Rogers Communication – Tower concerns
- Tanya Elchuk – Evolve Surface Strategies
- Hawkin Everetts – Grumpys Greenhouse – round about plan
- Jennifer Draper – Spray Park location request
- STARS – Sr. Municipal Relations Liason – Glenda Farnden
- Elks – Ken Neumann – Wild Pink Yonder project
- Scouts Canada Area Support Manager – Tom Spackman
- Schofield Street Residents – re: sidewalk questions and areas of concern
- Hilary Matheson – 15 yr. service award
- Residents – Gordon Dorge and Al Eling – broadband business plan inquiries
- Dianna Gray – Napi Friendship Associate – project update
- Anne Gover – The Junction – Food Bank – Gerald Visser, Braeden Barber and Suzanne Kuftinoff – update, building and funding requests

CAO – MEETINGS, WEBINARS, COURSES, ETC.

- Tough Country Managed Solutions
- Marketing, Events and EDO Interviews
- Broadband Committee meetings
- Housing Committee meetings
- Pincher Creek Foundation
- Mike Burla – ORRSC Senior Planner
- Volunteer Appreciation Lunch
- JMAA Architecture – housing conceptual plans
- Deb O’Sullivan and Associates – H.R. Consultant – staff training/HR
- Economic Development Committee meetings
- Pincher Creek Emergency Services meetings
- Humane Society meeting
- Pincher Creek Voice – advertising meeting
- A. Wachowich – mediator meeting
- Regional Council meeting
- Emergency Management Agency meetings
- Martin Geomatics – development plans
- Mark Murphy – Alberta Emergency Management Agency – Field Officer
- CUPE/Management – meetings
- CAO – Municipal Affairs – mediation meeting
- John Ave. resident – drainage concerns
- Joint Health and Safety meetings
- Formal facility inspections – Public Works shops/grounds and Municipal Administration Building
- Regularly scheduled – staff and manager meetings

STAFF MONTHLY SAFETY TALKS:

- April – FASD – Fetal Alcohol Spectrum Disorder – presenter – Wayne Camber – McMan Youth Family and Community Services Assoc.
- May – review of COR audit questions: Discipline Policy, Preventative Maintenance Program and Defective and broken equipment procedures
- June – Distracted driving – One Tap phone app – sends notification to sender that recipient is driving and cannot respond

UPCOMING PROJECTS/PRIORITIES:

- Land Use Bylaw Review (in progress)
- Continue progress with housing needs assessment RFP review and award, begin development of Town Housing Plan
- Broadband Business Plan – and associated research
- Enhance Health and Safety Program – based on audit review

As always, every season brings its challenges for the Town administration and staff. The second quarter of the year focuses on budget adjustments, setting the millrate, getting out the tax notices, tendering and awarding projects, setting up summer programs and monitoring staffing levels and reviewing and preparing for emergency response as part of the potential spring flooding concerns. Overall our staff does a wonderful job within budget, timeframes and manpower constraints and I commend them on their individual contributions. We also appreciate the support of Town Council and residents when issues arise. We will continue to do our best to provide sufficient and appropriate information and service to the community, which is our top priority.

Report provided by CAO – Laurie Wilgosh