



CAO Report

TO: Mayor Bowers and Members of Council

DATE: December 1, 2015

Good evening Mr. Mayor and members of Council,

Here is a summary of some of the things I've been up to, involved with, and will be doing over the coming weeks.

Asset Management

- CAO has initiated the application process for \$40,000 in funding from YG, which involves completing an "AssetSMART" self-assessment, list of proposed activities, outcomes, and budget. The application and endorsement letter will be presented to Council on January 12th; application deadline is February 1st, 2016.

AYC Meetings

- AYC CAO Meeting, December 4; AYC Board Meeting, December 5. Mayor and CAO also to meet with Stacey Hassard, Minister of Economic Development.
- Quarterly Board Meeting in Mayo, March 11 & 12. Accommodations booked for Mayor and CAO to attend.
- AGM in Watson Lake, May 11-15. Accommodations booked for Council, Mayor and CAO

Fire Smart

- Project has been suspended as of Dec. 1st due to labour and daylight limitations, but may resume at the end of January for up to three weeks as funding window remains open until mid-March.

Public Works

- We are still awaiting the electrical subcontractor to complete the new ventilation system (required for OHS compliance).
- A facilities needs assessment will be conducted to inform recommendations for 2016 capital expenditures.

Emergency Management Plan

- The final draft of the Town's EMP has been released to partner agencies and generated some useful feedback.

- Emergency management training for CAO is on tonight's Council agenda.

Territory-wide 911 Implementation

- Investigating municipal address signage due to concerns raised by EMS about locating addresses in an emergency, especially at night.
- A report with recommended strategy and draft bylaw will be forthcoming in January.

Strategic Planning

- A 2-day strategic planning workshop will be held January 15 & 16. The Friday session will involve staff, and the Saturday session will be with Mayor, Council and CAO. The intent of the workshop is to help Council and management set strategic priorities (and realities) for Town operations and policy direction for the current term of Council.

Management & Labour

- New collective agreement has been negotiated and is being presented to Council for consideration this evening.
- The position of Manager of Operations will be posted this month to fill a significant gap in the Town's management team. The position is not expected to be filled until later in the new year.

Other

- Administration Building interior painting continues.
- Vacation time scheduled December 6 to 14th. Lenka will be Acting CAO during this time.
- Town of Faro Staff Christmas Party is Saturday, December 19 in the Sportsman's Lounge.
- CAO completed Standard First Aid and CPR training.
- The new deck at Campbell Region Interpretive Centre is complete.