



## CAO Report

TO: Mayor Bowers and Members of Council

DATE: December 15, 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

- The application and endorsement letter for YG funding will be presented to Council on January 12<sup>th</sup>; application deadline is February 1<sup>st</sup>, 2016.
- Met with Michael Riseborough after the AYC Board meeting for a demo of his asset management software, and received a copy for evaluation.

### AYC Meetings

- AYC CAO Meeting, December 4; CAOs met as the Yukon Communities Insurance Association to review the reciprocal insurance shared amongst Yukon municipalities. Reciprocal insurance reduces the premium amounts paid by pooling funds to pay a larger deductible. A fire in Dawson earlier this year was the first claim against the fund since 2012.
- CAOs also discussed common issues and concerns, such as the YG infrastructure funding plan and whether or not it reflects the needs and desires of municipalities.
- Attended AYC Board Meeting, December 5 with Mayor Bowers and Councillor Rogerson.

### Public Works

- Kerry Wagantall is the new Public Works Foreman as of Monday, December 7<sup>th</sup>.
- Thank you to Keith Austin for serving as acting Foreman for the past 3 months.
- Public Works ventilation system is functional. I am working out a couple of outstanding details with the contractor, including adjustments to the final cost due to the delay.

### 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.

## Fire Department

- FVD attended a chimney fire at a residence on Ogilvie Cres on Monday, Dec. 14. The fire was contained to the chimney and wood stove.
- We are hoping to have one of our members attend an evaluator's course being offered by the Fire Marshall's office in January, to enable in-house basic training.
- Wiring for the town sirens has been fixed, but they are not yet working. A faulty relay at the Fire Hall is suspected and will be investigated by an electrician.
- I can now legally drive a fire truck, having passed the class 3/4 test earlier today.

## Management & Labour

- Retro pay for the new Collective Agreement has been paid to all full and part-time Permanent employees who are eligible under the terms of the agreement. Seasonal permanent employees shall receive retro pay when they return to work.
- The position of Manager of Operations to be posted this month.

## Recreation Facilities

- A quote has been received for the assessment of the Rec Centre backup generator so we can explore options and costs
- Vermin control implemented at the Rec Centre
- I had a comprehensive tour of the facilities with Rec Manager Sarah Piercey on December 3<sup>rd</sup>.

## Other

- Administration Building interior painting continues.
- New strings of LED Christmas lights were purchased and installed in front of the town hall and the market square area
- Facilities tour with Mayor and Council scheduled for Friday, Dec. 18, 9 am to 12 pm.
- Town of Faro Staff Christmas Party is Saturday, December 19 in the Sportsman's Lounge.