

**CHIEF ADMINISTRATIVE OFFICER REPORT  
to November 21, 2014**

	ITEM	STATUS	FUTURE STEPS
<b>Priorities for 2014</b>	WATER PROJECT	Opus/Dayton Knight advised to move to design on SSF. Staff pursuing further leak detection options. GMF contacted and grant deadline extended.	Proceeding to design. Leak detection to continue.
	30 MAIN STREET	12 month notice given (vacate Dec 2014) <b>Tenant is making move arrangements.</b>	Make arrangements for removal unit (late Fall)
	WATER TENDER	Replacement tender purchased and delivered.	Complete. Currently doing minor repairs and outfitting with items such as connections to Fire Truck.
	EMERGENCY PREPAREDNESS (Plan, etc.)	Contact made with TNRD and LFN. Further discussion with Forestry. Meeting to be arranged for the Fall. TNRD processing Lytton's application to join.	Intern to draft plan. Continue work with TNRD, First Nations, and other agencies.
	BEAUTIFY LOOK-OUTS (e.g. O'Dwyer Park)	Work for 2014 completed.	Committee struck to look at improvements to O'Dwyer Park and Pioneer Cemetery. <b>Committee held first meeting.</b>
	BULLETIN BOARDS	Done	None
	SIDEWALKS	<b>Sidewalk areas identified for improvement/repair. Contractor hired.</b>	<b>Sidewalks to be improved/repared, plus some asphalt patching to be done (2014).</b>
	ROAD MARKERS (River Dr.)	River Drive widened. Posts/reflectors installed. Signage installed.	Completed (for 2014).
	SIGNAGE (blind corners, yield, etc.)	Signage installed.	Staff to identify problem spots as an ongoing exercise.
	DAM/INTAKE IMPROVEMENT/REPAIR	Further intake clean out performed and completed by staff (Oct).	Dam repair/improvement to be taken from Gas Tax, if required. New grant funding to be pursued.
	LOCATE WATER CONNECTIONS/VALVES	Cross connection work being reviewed by staff and Interior Health.	Work for 2014 to be taken from Gas Tax. This is an ongoing project.
	REPLACE FIREHALL DOORS	Consider grant-funded needs assessment.	Review reserves and policies.
	BANK RETENTION(etc)	Initial meeting (walkabout) held with CN.	
	SALT "HUT"	Plan amended. Storage to be moved to area next to PW. Piles now covered.	

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	ITEM	STATUS	FUTURE STEPS
<b>Priorities for 2014 (continued)</b>	INDEPENDENT LIVING UNITS	Select Housing Committee actively working on project. Potential grant funding being pursued.	
	WATERSHED MGT. PLAN	Potential project for intern.	Future year.
	MUSEUM BLDG. ROOF	Complete.	
	Official Community Plan	Review and update. Grant funding being pursued.	Intern project. Meeting held with grant writer.

<b><u>ISSUES IN NOVEMBER:</u></b>	
<b>WATER PROJECT:</b>	Staff pursuing leak detection options. GMF contacted and grant deadline extended.
<b>INTERN (NDIT):</b>	Working on minutes, agendas, FOI requests, Business Licencing, land use issues, development variance permit, policies, election preparation, orientation manual, filing issues
<b>PUBLIC WORKS:</b>	Boil water advisory lifted. Snow removal preparations.
<b>RAFT TAKEOUT</b>	End of season. Report of costs and revenues to be undertaken.
<b>FUEL MGT.</b>	Contract awarded to Botanie Forest Services. Staff hired. Project underway.