

# CAO REPORT

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April 9, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Library – Administration needs to create an RFP for doing the roof at the library.
3. Prepared Nomination Day notice. Arranged and confirmed publication (St. Paul Journal & the Advertiser) of notice of Nomination Day in papers circulating locally.
4. Created 'Nomination Package' for candidates. Made hard copies available in the office and placed on the website.
5. Attended the Volunteer Appreciation luncheon.
6. Notified province of change appointment.
7. Received tour of Town by the Acting Public Works Foreman. Discussed the various projects to be undertaken in 2019, as well as the long term work program.
8. Discussed the water break notification procedures with the Acting Public Works Foreman, who suggested changes. More details are in the Public Works report.
9. Reviewed applications for CAO position and prepared summary for confidential review.
10. Reviewed the draft Inter-municipal Development Plan and prepared report for confidential review.
11. Discussions with Mayor on subjects and followed up on concerns.
12. Issued a 'dog at large' warning to owners.
13. Spent an evening on a driving tour of the Town, airport, and local area.