

CAO REPORT

April 9, 2019

2. See attached Action Tracker for up-to-date information on directives from Council.
3. Library – Administration needs to create an RFP for doing the roof at the library.
4. Started work on April 2nd. Met most of staff: office and public works and greeted Mayor.
5. Discussed current projects with Ms. Lupul and established work plan with priorities.
6. Reviewed arrangements for by-election in terms of requirements of the Local Authorities Election Act. Prepared two request for decision reports for Council regarding the by-election. Pulled materials for by-election from storage.
7. Researched and prepared three request for decision reports for Council on Old Business motions.
8. Prepared two request for decision reports regarding appointment of Interim CAO.
9. Oversaw preparation of agenda.
10. Was briefed by the Mayor on near term activities and projects.
11. Discussed with the County opportunity to share pool of Summer Temporary Employment Plan applications. STEP employment opportunity advertisement was in the April 3 edition of the Vegreville paper and will be in the April 10 edition. It is also on the website.
12. Found the washrooms.