

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Prepared questions for and participated in the interviews for new CAO.
3. Received and reviewed new 3-year airport lease agreement between the Town, County and Alberta Transportation; along with Mayor, signed and sealed agreement, then left document with County for their signature and seal.
4. Reviewed and approved May 28 Council agenda.
5. Attended May 28 Council meeting.
6. Attended May 30 Committee of the Whole meeting.
7. Prepared minutes of COTW meeting.
8. Negotiated, prepared, sent, and received personnel contract.
9. Submitted application for energy audit and covering grant for arena project. Received acknowledgement and request for additional information, which has been provided. (Will continue to work on this project post Interim if desired.)
10. Via the telephone or in person responded to several development inquiries.
11. Prepared for and conducted Advance Poll in By-election.
12. Issued two enforcement notices regarding C-cans.
13. Issued development permit for attached garage.
14. Agreed to join in the COTH auction. Passed information on to Public Works.
15. Met with librarian to discuss roof repairs and the library's facilities grant. The grant can be extended or targeted to other facility improvements (with permission). Library is ok with proceeding on roof repairs now. Balance of Town funds need to be retained to match the library grant for future upgrades (lighting, etc.).
16. With Mayor and Council, met with a developer.
17. Prepared several admin reports for Council's agenda package.
18. Arranged for 'thank you' event for members of the Task Force.
19. Prepared Bylaws 992, 993 and 994.
20. Assisted CFO in preparing Tax Bylaw.
21. Responded to telephone inquiry on zoning and land use. (Property zoned correctly.)
22. Reviewed and approved June 11 Council agenda.