

CAO REPORT

May 28, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Participated in interviews for new CAO.
3. Responded to unsightly premises complaint.
4. Attended May 14th Council meeting.
5. Reviewed and edited May 14th Council meeting minutes.
6. Met with representative from Co-op to discuss project.
7. Followed up with Alberta Transportation regarding work outstanding on Highway 36.
8. Prepared advertisements for June 10 election and for June 6 advanced poll. Sent same to St. Paul Journal, Hi-Way 16 News, and Newsadvertiser.
9. Met with auditors and signed off on audit statements for submission to province.
10. Coordinated with PW staff on dust abatement project, library roofing quotes, and general public works activities.
11. Processed and approved a development permit for additions to a dwelling on 50th Avenue.
12. Followed up with correspondence regarding unsightly premises complaint.
13. Reviewed development permit fee schedule and wrote admin report on same. This item is included in the Council agenda package.
14. Completed admin reports for Council agenda.
15. Met with engineer on possible energy efficient funding sources for arena project.
16. Met with Chair of Grow Arena Group to share information of point 15.
17. Oversaw completion of agenda package