

CAO REPORT

May 14, 2019

1. See attached Action Tracker for up-to-date information on directives from Council.
2. Toured the Public Works and other community facilities – shop, water plant, lift station, lagoon, industrial park, Wayside Fallen Riders Memorial Park, and arena - with Public Works Foreman (PWF). Met Randy Cyba, Utilities Manager, who gave an explanation of the Town's current water and waste water systems. Discussed procedural, operational and maintenance matters.
3. With PWF, inspected leaks at the public library. Asked PWF to obtain quotes from additional roofing contractors for quotes on library, shop office and grader shed.
4. Arranged May 14th audit presentation with Auditor. Discussed regulatory reporting requirements with Auditor.
5. Prepared and posted notice (door & website) of April 29, 2019 Council meeting.
6. Investigated spruce trees along Highway 45 with PWF; took sample for follow up with arborist.
7. Confirmed arrangements for June 3 Joint Municipalities meeting and emailed Myrnam and County CAO's for agenda items.
8. Reviewed and released IT RFP to Alberta Purchasing Connection. Closure on May 17. This item will be on the May 28 agenda package for award.
9. Drafted and sent letter to the Airport Commission regarding the Town's commitment to share the municipal portion 50:50 on their Community Airport Program (CAP) grant application.
10. Met with the County to revise and bring to completion the Inter-municipal Development Plan. Following these discussions, made revisions to the draft IDP for Council review. See attached report in this agenda.
11. Assisted Public Works regarding the dust abatement program. See attached report in this agenda.
12. With CFO, started preparations for holding the June 10, 2019 by-election.
13. Followed up on CAO recruitment activities; prepared list of interview questions.
14. Met with PW staff and Randy Cyba, ACE staff, regarding a proposed program to clean out lift station wet well and replace the pumps and motors.
15. Responded to a number of inquiries on development matters: fences, garages, house expansions, new businesses.
16. Discussions with Mayor on arena renovation tenders and funding.