



1. **Tax Rate Bylaw & Assessment.** There was a lot of work to do to make sure that everything is covered and is correct. This has taken me a lot longer than I thought it would, but I have learned a lot and it will make for a much easier process next year.
2. **Town of Two Hills Office.** The renovations are taking longer than we thought and longer than we were told. However, the office is looking good and office staff is really happy with their new workspaces and environment.
3. **Town of Two Hills Staff.** All of the admin staff and public works staff have been a big help for me in performing my job, helping me integrate and making the work environment excellent. I am really impressed with the knowledge and skills that each person has and the hard work done to make the town a better place. We have a dedicated and passionate group of people working for the Town. I am thankful for the great staff! Keep up the good work.
4. **Safety Program.** We are working on improvements to make our safety program even better. Bob and Ava will be our safety co-ordinators, with Sheila and I on the safety committee. We will be having more regular meetings, more training and make sure that there is a good, up to date record of everyone's training and expiry dates.

See attached CAO Action Tracker and Capital Projects Tracker on the following pages for ongoing items and requests.

