

CAO Report – December 15 2018 to January 15, 2019

Thank you for the opportunity to update Council on my working engagement with the Village of Ryley.

Projects and Meetings included the following:

- Rink Attendant Contract.
- ATB Investments
- Main Street Committee.
- MPE Engineering – Mike Dowhun.
- Healthy Communities Interview.
- Council meeting.
- Council Special Meeting.
- BMS MCC Meeting attendance.
- CAO meeting.
- Budget Meeting

Work in the office consisted of support of staff, preparation for and follow up to Council meetings.

I spent some time between Christmas and into the new years with a “bug” that really got to me, so I did not spend the time in the office that I had anticipated. Also the follow up work is not to my standard.

This region appears to have a serious case of e-mail “needs”, and as so, there is a fair amount of quick turnaround expectations for files.

A copy of the Village of Ryley interim CAO action list is attached to, and forms a part of this report.

Respectfully Submitted,

Allan Harvey CLGM, CTAJ

Interim CAO

Village of Ryley Interim CAO Action List

December 7, 2018

Meeting Date	Motion	Action	Status
Aug. 7/18	None	obtain a copy of the book, Conflict is for the birds	Done
Aug. 7/18	08/07/#3	Review Davies Contract, Re. Remuneration	Done
		Obtain copy of the Contract	Done
		Share with Council	Done
	08/07#4	Reds Funding	Done
		Letter to REDS	Done
	08/07#5	Admin. Report activities related to Bust Out	Done
		Request follow up from Angel	Done
		Develop into an RFD for Council	Done
	08/07#6	REDS Future Projects	Waiting REDS
		Letter to Reds	Done
		Contact person established	Waiting REDS
		RFD's for Council	Waiting REDS
	08/07#7	Business Tax Rebates Policy	Draft
		Request listing from Jocelyn	Done
		Review listing/contact assessor	Done
		Contact firms on the list by letter/application	Done
		Follow up with payment	
	08/07 #8	Whistle Cessation – Contact Mr. Ewaschuk	Done
		Contact Dana	Done
		RFD/Delegation to Council	Done
		Contract for services	
		Follow up	

08/07#9	MDP Steering Committee – Public	Done
	Angel to develop an add	Done
	Add to go out	Done
	Collect responses, RFD to Council	Done
08/07#10	Posting of Community minutes and Links	Done
	Memo to Angel and IT	Done
	Letter to committees	Done
08/07#12	Signing Authority – Interim CAO	Done
	Attend to ATB	Done
08/07#13	Capital Spending Plan	
	Review existing debenture with Jocelyn	Done
	Review plan with Engineers	Done
	Develop and RFD with options	
	Present the RFD for review/thoughts/comments	
	Develop a public awareness/engagement process	
	Develop a “plan”	
08/07#14	Follow up with Dr. Love	Done
	Send an E-mail	Done
	Set a date	Done
08/07#17	CAO Contract	Done
	Mayor and Deputy to negotiate a proposal	Done
	Proposal agreed to by Council	Done
	Sign Contract	

August 21, 2018

08/21 #4	Whistle Cessation	
	Contact Mr. Ewaschuk	Done
	Follow up on File	Done

08/21 #5	Reserve Policy	
	Set up Policies	Done
	Return to Council	Done
08/21 #6	Business Tax Rebate Program	
	Postpone to next meeting	Done
	Draft an application	Done
	Draft a policy	
08/21 # 7	CAO Recruitment	
	Draft and RFP and send it out	On Hold AUMA
	Advertise for the position	Done
	Review Candidates	Done
	Consultant or not	Done
	Conduct interviews	
	Conduct reference checks	
	Offer Letter	
	Candidate acceptance	
08/21 #8	Commercial Subdivision Geotechnical	
	Follow up and award	Done
08/21 #9	Report on Music Festival	Done
08/21 #10	Schedule A changes	Done
08/21 #11	Meeting with Ms. Love	
	Contact with proposed dates	Done
	Follow up for the meeting	Done
08/21 #12	Council Agenda	
	Change Format?	?
	Form for resident presentations	Done
08/21 #13	Volunteer Appreciation	
	Draft program and budget to Council	Done
	Set up a program	Done

08/21 #14	Risk Control Committee	
	Co-ordinate with AUMA	Done
08/21 #15	Risk Control Committee – Defeated	
08/21 # 16	Strategic Planning Scoring Meeting	
	Prep for September 14 th meeting	Done
08/21 #17	Beaver Regional Partnership	
	Mayor to Report back	Done
08/21 #18	BMS Terms of Reference	
	Contact other CAO's	Done
08/21#19	AUMA Policing Committee	
	Heslin to provide background	Done
	Send to AUMA	Done
08/21 # 20	Financial Reports	Done
08/21 # 27	Draft Mail Handling Policy	
	Draft a policy	Done
	Send to Council	Done
08/21 #28	Research CCTV	
	Contact others	Done
	Develop a proposed policy	Research Issues
08/21 #29	Change Meeting Dates	
	Contact Staff	Done

September 24, 2018

09/24 #4	IDP First Reading	Done
09/24 #5	Capital Spending Plan	
	Contact MPE to revise	Done
09/24#6	Mail Opening Policy	Done

	Sign Policy	Done
	Set up schedules	Done
09/24#7	External Presenter forms	Done
	To Voice	Done
	To wall file	Done
09/24#8	Tax Rebate Form	Done
	Policy to be developed	Done
09/24#9	Tax Rebate Program 2018	Done
	Send out applications	Done
09/24#10	Risk Management	Hold
	Hold in abeyance subject to new CAO	
09/24#11	MDP Steering Committee	Done
	Contact two proposed members	Done
	Motion to appoint	Done
09/24#12	ARB Training	
	Add \$1,000 to 2019 Budget	Done
09/24#13	Playschool Donation	
	Monies to Ryley Playschool	Done
09/24#14	RyTof Campground Fees	
	Paid to campground attendant 50%	Done
09/24#15	REDS Proposal	
	Option to proceed	Done
09/24#16	Strategic Plan	Postponed
	Proposed changes to dates	
09/24#17	Library Board Appointments	Done
	Options on appointments	
09/24#18	Intermunicipal Committee Minutes	Done
09/24#19	Alarm System	Ongoing
	Monthly random testing – Patrick	

	InAct to a meeting – Al	
	Dan Hilyer to a meeting – Al	
09/24#20	Reserve Bids	Done
	Tax Sale	Done
09/24#21	Fortis Franchise	Done
09/24#22	Atco Franchise	Done
09/24#25	Health Foundation	
	Letter in response – Al	Done
09/24#26	Financial Reports	Done
09/24#27	Mandatory Dispute Resolution	Done
09/24#28	Rail Safety Week	Done
09/24#29	Legion	Done
09/24#30	ARPA	Done
09/24#31	AMA Sustainability	Done
09/24#32	Lac La Biche County	Done
09/24#33	North Saskatchewan Watershed Alliance	Done
09/24#34	CAO Report	Done
09/24#35	Council Reports	Done
09/24#36	CAO Contract	Done
09/24#37	Draft Grid	Done

October 2, 2018

10/02#3	CN Lands	
	Contact to see about	Done
10/02#4	REDS – Approve Structures	Done
10/02#5	Main Street Policy and Attachment	
10/02#6	Letter to REDS	Done
10/02#7	Draft Grid	Done

10/02#8	AUMA Convention	
	Book rooms for 2019	Done
10/02#9	Meeting with Engineer	Done
10/02#10	Meeting with Engineer Planner	Done
10/02#11	CAO Recruitment	
	Place adds	Done
10/02#12	CEO to approach Highway 14	
10/02#13	IDP/MDP Dates	Done
	Dates to County	Done
10/02#14	Road Construction	
	Meet with staff	Done
	Order materials	Done
	Complete work	Done
10/02#17	Meeting with Engineering Planner	Done
10/02#18	Grid Policy and \$ value	Done

October 16 Organizational Meeting

10/16/#1	Mayor Magnuson	Done
10/16/#3	Deputy Mayor Heslin	Done
10/16/#5	BRAED	Done
10/16/#7	BRAED Alternate	Done
10/16/#9	Beaver Ambulance Society	Done
10/16/#11	Beaver Ambulance Society Alternate	Done
10/16/#13	BESC	Done
10/16/#16	BESC Alternate	Done
10/16/#18	Beaver Foundation Committee	Done
10/16/#20	Beaver Foundation Committee Alternate	Done
10/16/#22	Beaver Heritage & Agricultural Society	Done
10/16/#24	BH&AS Alternate	Done

10/16/#26	Beaver Municipal Solutions Public Advisory	Done
10/16/#28	BMSPA Alternate	Done
10/16/#30	Beaver Municipal Solutions	Done
10/16/#32	Beaver Municipal Solutions Alternate	Done
10/16/#34	Beaver Regional Partnership	Done
10/16/#36	Beaver Regional Partnership Alternate	Done
10/16/#38	FCSS	Done
10/16/#40	FCSS Alternate	Done
10/16/#42	Highway 14 Water	Done
10/16/#44	Highway 14 Water Alternate	Done
10/16/#46	NLLS	Done
10/16/#48	NLLS Alternate	Done
10/16/#50	Tofield and Area Health Foundation	Done
10/16/#52	Tofield Alternate	Done
10/16/#54	Beaver County Victim Services Committee	Done
10/16/#56	BCVSC Alternate	Done
10/16/#58	BMS – MCC	Done
10/16/#60	BMS – MCC Alternate	Done
10/16/#62	AHS Doctor Attraction and Retention	Done
10/16/#64/66	Clean Harbors Community Relations Committee	Done
10/16/	Clean Harbors Community Volunteers	Done
10/16/#68	Go East Regional Tourism Board	Done
10/16/#70/72	Village of Ryley Library Board	Done
10/16/#74/76	Main Street Committee	Done
10/16/	Main Street Volunteers	Done
10/16/#78/80	Ryley/Beaver Intermunicipal Committee	Done
10/16/#82/84	Municipal Development Plan Steering Committee	Done
10/16/#86/88	ICF Committee	Done

October 16

10/16/#5	Tax Rebate Policy	Done
10/16/#6	MDP Community Representative	Done
10/16/#7	Volunteer Appreciation	Done
10/16/#8	Reserve Policy Cemetery	Done
10/16/#9	Reserve Policy Century Park	Done
10/16/#10	Reserve Policy Environmental Stewardship	Done
10/16/#11	Reserve Policy Facilities	Done
10/16/#12	Reserve Policy Land Development	Done
10/16/#13	Reserve Policy Roads	Done
10/16/#14	Reserve Policy Sewer	Done
10/16/#15	Reserve Policy Walking Path	Done
10/16/#16	Wage Grid and Policy	Done
10/16/#17	Staff on Grid	Done
10/16/#18	Christmas Hampers	
10/16/#19	Curling Rink Refrigeration Upgrade	
	Meeting with Gateway	Nov. 16
	Letter to Gateway and contract	
10/16/#20	SDAB Training	Done
10/16/#21	Car Wash Bay Rental	To #43
10/16/#22	Council Remuneration	
10/16/#23	Aegis Security	
10/16/#24	Economic Development Session	Done
10/16/#25	Christmas Lights Up Contest	
10/16/#26	Development of a 5 foot Fence	Nov.6
10/16/#27	Go East Invitation	Done
10/16/#28	VM Systems	
10/16/#29	Organizational Meeting	
10/16/#30	Bylaw 2018 – 10 – 16	Ongoing

	First Reading	Done
	Second Reading	
	Third reading	
10/16/#31	Appeal Unsightly Properties	Done
10/16/#34	Ryley School	Done
10/16/#42	BRP Options – contact others	Done
10/16/#43	Car Wash Bay	

November 6, 2018

No Motion	Ryley Lions Playground Information to Angel Information to Budget	
11/06/#3	Main Lift Station Application	Done
11/06/#4	Transportation Study Breakdown Budget numbers 4 year plan	
11/06/#5	Revised Executive Study Transportation	
11/06/#6	Outline Plans Award Council meeting	
11/06/#7	Whistle Cessation Contract with Dana	
11/06/#8	IDP Bylaw First Reading	Done
11/06/#9	IDP Bylaw Second Reading (old)	Done
11/06/#10	Municipal Allowances	Deferred
11/06/#11	ACP	
11/06/#12	BMS MCC Appointment	Done
11/06/#13	BMS MCC	Deferred

11/06/#14	Discretionary Use	
11/06/#15	Planning Process MPC	
11/06/#16	CAO recruitment Special Meeting	Done
11/06/#17	Snow Removal	Nov. 20
11/06/#18	Fire Protection	Awarded
11/06/#19	Budget Direction	Nov. 19
11/06/#20	Curling Rink Operations	
11/06/#21	Plan Protein Tour	Done
11/06/#23	Cemetery monument	
11/06/#24	Ryley School donation	
11/06/#25	Paragon Seat Program	
11/06/#31	Potential Developer	
11/06/#32	Committee Appointments	Done
11/06/#33	Car Wash options	

November 20, 2018

11/20/#10	Tax Rebate Location Review	Done
	Tax Rebate at Dec. 4 meeting	Done
11/20/#11	Policy to next meeting	
11/20/#12	Shelby Report to MPE	Done
11/20/#13	Office Location	Done
11/20/#14	Go East	Done
11/20/#15	FCSS Hall Rental	Done
11/20/#16	Defer IDP Bylaw	
11/20/#18	Investment options	
11/20/#19	Farm Safety	Done
11/20/#20	Ryley Grand Central Pub	
11/20/#21	Jonathan Tensen	Done
11/20/#26	ICF – Recreation	Done

November 19, 2018

No motions made.

November 23, 2018

No motions made.

December 4, 2018

12/04/#3	Shelby report to MPE	Done
12/04/#4	2019 Budget Meeting	Done
12/04/#5	2019 Interim Budget	Done
12/04/#6	BMS – MCC	Postponed
12/04/#7	Main Street Committee Plan	Done
	Budget	Postponed
12/04/#8	Clean Harbors to Thurber for quote	Done
12/04/#9	Sewer line replacement - camera	
12/04/#10	Sewer line replacement – review	
12/04/#11	Sewer line replacement – quote	
12/04/#12	FCSS to budget	Done
12/04/#13	Christmas Hamper – Budget	Done
	Christmas Hamper – program	
12/04/#14	Rink attendant	
12/04/#15	Poppy Campaign Fund – Budget	Done
	Poppy Campaign Fund – Donation	Done
12/04/#16	Michele Spak – FCSS	
12/04/#17	Tofield Health Foundation – Hall rental	Done
12/04/#19	Brownlee Emerging Trends	Ongoing
12/04/#21	Mayors letter to Ms. Williams	
12/04/#22	AUMA Building Cohort	
12/04/#26	Interim CAO Contract	
12/04/#27	BRP – ICF – Recreation Funding – Arbitration	Done
12/04/#28	CAO Search	Done

