**Goals/Objectives/Results period covering: February/March/April 2018**

1. Muniware System. On-Line training sessions going well. Building a template for each system with applicable real case scenarios & specific step by step detailed instructions how to complete tasks. Template will be very useful to complete training in the future. Muniware is offering a potential training session in Red Deer. CAO completed the survey. IRMA, AB has purchased the Muniware system and CAO spoke with Neil to piggy back on the training sessions which will transpire shortly. Looking forward to more training
2. Municipal Inspection Report 2 completed March 15, 2018. Working with Travis Nosko to meet deadlines and remove directives imposed. Target to have all directives off and removed by July 31, 2018.
3. Municipal Tax Assessment Report was provided to the Village of Hughenden by Wainwright Assessment Group, (Larry) this month. Zip file has been loaded to the Muniware system. Linear properties (6) have been manually added to the system so everything is ready to go for calculation of property taxes shortly. Looking forward to this task.
4. BUDGET 2018: Capital budget has been ratified complete with a full review of MSI & FGTP funding/reports. Ministerial Intervention is disclosed in the Municipal Inspection Report. E-Mail follow up with Travis Nosko indicates they just want to see our final approved capital and operating budgets for 2018. Once approved by council, copies will be submitted with my monthly report. Operating budget present this meeting for review by council. Expect to have the final review complete and in place by April 17, 2018, next council meeting.
5. Auditor, Brian King attended the office on March 8, 2018. Data picked up with a list of minor corrections made. Brian is hoping to have the report ready by March 20, 2018, however don’t hold him to this date.
6. CAO spoke with the Relationship Manager at Encompass Credit Union regarding our $100,000 LOC. Apparently it was never set up as per Bylaw 494 -16 passed December 21, 2016. RM @ ENCU will require a copy of the 2017 Financial Statement and 2018 Budgets to complete the loan agreements. Target date is before the end of March 2018. LOC will be required later this spring to cover A/P including the annual requisitions; School Tax Levy, Insurance & our last WTP loan payment due May 1, 2018. As per operating budget, we will recover funds later in the summer from property taxes A/R.
7. 2018 MSI Capital Grant Program Allocation - $ 152,444. Application process through M.A. Connect & MSIO will be completed by March 31, 2018 on all approved capital projects. Funding usually arrives approx. 3 months later once approval is in place. Administration continues to build the plans for the Bulk Water Station. Engineer has reviewed our proposed site. Expect the project will start in April 2018 once we get formal approval from MSI Capital.
8. 2017 Federal Gas Tax Fund $50,000.00 PROJECT # 712090. Pumps installed and this project is completed slightly under budget. As reported by PW Foreman, expect our power billing to show a cost savings in the next few months.
9. Once budgets are ratified, next step is to determine mill rates and complete spreadsheets to review our tax collection process. If all goes well, should have this ready to go by the May Council meeting.
10. One-hour cross training sessions set up with Kathy in Amisk. Reviewing the online applications, accessing reports and completing annual reports as required. Thanks Kathy its sincerely appreciated.
11. Upcoming months, CAO plans to review a few Bylaws which might need amendments along with policy manuals. Details to follow.
12. STEP Student advertising, posters and social media is planned for April 2018. Once we get confirmation our applications have been approved, the Village of Hughenden will be seeking 2 students in 2018, (1) P/T Office Clerk & (1) P/T PW helper. Looking forward to hiring students and providing valuable work experience for them.
13. OUTLOOK Calendar is being used to track daily activities along with projecting dates/deadlines to meet job requirements. It will become very useful once a full year has been entered/tracked within the system. Notes are being added to activities to help with tasks.
14. Quarterly update of CAO Time in Lieu: 7 days, used 3 days + 1 for family day (**5 left)**. Plan to take a few days off on the May long weekend subject to work load and replacement coverage.

Richard A Lavoie

CAO Village of Hughenden