Acting Chief Administrative Officer Report
November 18, 2026

Governance and training

- Public Works Foreman and Councillor Dreger attended a two-day First Aid Course put on by the local Fire Department
- Emerging Trends in Municipal Law being presented in person or virtually by Brownlee Barristers & Solicitors on February 11,2027
- CPREM offers different staff- designated courses and one or two would be beneficial for Public Works Foreman.

Items for review with Council

- Council member asked for costs related to bi-weekly G5 newsletter. October only one edition with cost to Village of Rycroft of $788.16 as there were no paid ads. November 1st edition as there were two ads purchased, the Village of Rycroft cost will be $726.16, and the second edition will be approximately $788.16. November total cost $1,514.32.

- CP-REM training levels. Received list of Councillors and Employees and the courses that they have completed, need to review to ensure accuracy

Ongoing projects

- Construction on new waterline installation has been delayed due to issues with CN Permit. We are currently waiting for a schedule update and will provide it as soon that information has been received.
- Request for Proposal that has been placed on Alberta Purchasing Connection (APC) for auditing services has generator no responses yet. The closing date for submissions is the 4th of December so there is still plenty of time for venders to submit proposals.
- Daycare survey has been sent to the Rycroft School for distribution to all the enrolled children and a link should be posted on their website.

Village buildings and assets

- Public Works is still in the process of completing an inventory of deficiencies for the Rycroft Community Hall, prior to lease renewal.
- Public Works doing a review of Christmas Decorations prior to cold weather settling in.