

**Chief Administrator's Report**  
**By CAO Stéphane Cyr**  
**February 17<sup>th</sup>, 2016**

**PROJECT FILES:**

**Meteghan Sanitary Sewer System Extension:**

- Both the phone and the auto-dialer have been installed. Once the final connections have been made to the auto-dialer (February 22<sup>nd</sup>), the lift station can be brought online.
- Contractor still has to install plug and switch to accommodate the new generator and is waiting for the parts to arrive so that they can install them. Delivery is expected this week. The lift station will have to be shut down for 1 day while they install the plug and switch but this will not affect operations as no one is currently connected to the system.
- Again, the last remaining work to complete this project will be relating to landscaping issues in the spring.

**Meteghan Sewer Treatment Plant Sludge Dewatering:**

- Engineers are currently sizing the proper geotubes for the site. This in turn will determine the size of the cement slab which is to replace the existing sand beds.
- Tender / Construction Documents are scheduled to be completed by mid March and tendered for a start date sometime in spring 2016.

**Major Point Road:**

- Acker & Doucette Surveying Ltd. has completed the topographic information of the site as well as location of property boundaries and the right-of-way of the existing roadway.
- Meeting was held on February 16, 2016 with some of the residents of Major Point Road to discuss plans for the road including the location of 2 required easements, the proposed cul-de-sac, grading and ditching, and timelines. Oliver Browning (Engineer) was in attendance. The group was very appreciative of the meeting. Consultation with this group will continue as the project moves forward.
- Tender / Construction Documents are scheduled to be completed by mid to late March with the goal of a spring 2016 start date. Duration of construction is estimated at 3 months.
- PDI will formulate an opinion of cost prior to tender.

## **Medical Center**

- Letter of Intent (dated February 2, 2016) has been issued to Trane
- Two Trane employees conducted a preliminary visit of the Centre, along with the Municipal Building Inspector, on February 1, 2016 to gather information on the existing system (ex; panel capacity and existing loads in preparation for supplementary heating system, issues relating to specific rooms, etc.)
- A more involved review of the existing heating system and controls will take place at a later date.

## **Boundaries Review**

- The UARB has scheduled the hearing of the Municipality's Application for Tuesday, March 1, 2016, at 1:30 p.m. at the Clare Veterans Centre

## **Clare Veteran's Centre**

- The previously decommissioned elevator / lift will be removed shortly, thus freeing up a proper space for a new oil tank.
- The project remains under budget. As such, we have requested a quote for a new portable sound system. Also looking into refreshing some of the interior paint.
- Two new furnaces and an outbuilding to be installed in April 2016
- The Director of Community Development and the Municipal Building Inspector have begun drafting a 5-year capital plan for the facility. The current draft is very preliminary.

## **Gran-Fondo**

- Registration for the Grand-Fondo opened on January 15, 2016. As of February 15, 2016, 155 people have registered.
- Committee members participated in the Salon du Velo in Montreal on January 12-14, 2016. Committee members will also be participating in the upcoming Toronto International Bicycle Show scheduled March 3-6, 2016
- The cycling brochure has been designed and is expected to go to print this week.

## **John Thibodeau Road - Streetlights**

- NS Power has visited the site on January 29, 2016 and is proposing a light on every other pole for a total of 6 lights.
- NS Power to follow-up prior to February 29, 2016

## **Other Files**

- Currently engaged in a handful of other files. Given the nature of these discussions, these files will be discussed further in-camera.

## **INTERNAL:**

- **Management Team** – First Management Team was held on February 10, 2016. Terms of reference for the Committee have been prepared and a copy has been provided to Council for informational purposes only. A salary administration program comprised of job descriptions, job evaluations, performance evaluations and salary increments is currently being rolled out. A corresponding salary administration policy will be presented and subsequently recommended to Council at the next Committee in Council meeting on March 2, 2016.
- **Communications Committee** – The Communications Committee first met on February 2, 2016 and again on February 15, 2016. The focus of the Committee is on bettering / modernizing our website and where possible, improving our social media presence. Content development is one priority. Another is the development of a social media policy. A draft policy has been developed by Jessica Wilson (President) and once vetted by the Committee, will be presented to Council for discussion.
- **By-law Review** – Currently drafting a procurement by-law. Land Use, Dangerous and Unightly and Dog By-laws have also been identified as a priority.
- **Stakeholder meetings (since January 4<sup>th</sup> start date):**
  - Police Advisory Board – February 1, 2016
  - Richard Landry, Courier – February 11, 2016
  - Wastecheck – February 8, 2016
  - Meeting with MP (Colin Fraser) – February 9, 2016
  - Daniel Gaudet (St. Bernard Fire Department) – February 11, 2016
  - Brianne LeBlanc, ACOA – February 11, 2016
  - Residents, Major Point Road – February 16, 2016
  - Police Resourcing Study Presentation (Don Spicer RCMP) – Feb 17, 2016

- **Upcoming meetings of note:**
  - Wastechek (Gus / Amy) – February 22, 2016
  - Robert Frost, Municipal Affairs – February 24, 2016
  - AMA Regional Meeting – March 10, 2016
  - Municipal Tax Sale – March 12, 2016