

Chief Administrator's Report
By CAO Stéphane Cyr
January 20th, 2016

PROJECT FILES:

Meteghan Sanitary Sewer System Extension:

- Some modifications were recently carried out prior to hooking up the power from the power station to the pole. This was a requirement prior to final inspection by Nova Scotia Power. Final approval was obtained last week from Nova Scotia Power.
- The commissioning of the lift station was scheduled for Tuesday, January 19th, 2016 followed by testing of the system.
- 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. Estimated delivery time is approximately another 4 weeks. 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.
- Wastewater systems operator, Jody Comeau, has received start-up training on site on January 19th, 2016.
- The last remaining work to complete this project will be relating to landscaping issues in the spring.

Meteghan Sewer Treatment Plant Sludge Dewatering:

- Tender / Construction Documents are scheduled to be completed by mid February and released in late February or early March, 2016.

Major Point Road:

- Acker & Doucette Surveying Ltd. was retained to obtain topographic information of the site as well as location of property boundaries and the right-of-way of the existing roadway.
- Tender / Construction Documents are scheduled to be completed by mid to late February and released in late February or early March, 2016 to facilitate spring / summer construction.

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
- A Notice of Public Hearing will be advertised in *Le Courrier* on Friday, January 29, 2016; and the *Clare Shopper* on Thursday, January 28, 2016

Saulnierville Legion Tender

- Work (Shep-Com) is substantially complete – stage renovated, projector & screen installed, new doors at entrance, new stairs, windows, paint.
- No issues. \$15,600 holdback. Recommendation to release \$15,000; \$600 for painting touch-ups.
- Two new furnaces and an outbuilding to be installed in April 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:

- One-on one meetings with directors, managers and employees as a means of bettering communications, building rapport, voicing concerns and identifying opportunities for improvement
- Focus on recommendations contained in the organizational review:
 1. By-law review – CAO, Committee of the Whole and Fire Prevention to be discussed this evening. Recommend following-up with Procurement, Land Use, Dangerous and Unsightly and Dog By-laws.
 2. Job description and performance evaluations – Met with Ramsay Management Consultants Inc. on January 20th. Focus on revisiting job descriptions, performance evaluation procedures and training requirements.
 3. Staff Training – Regional training program offered by AMA Southwestern Shore Region, in partnership with the NS Department of Advanced Education & Labour. Focus on essential skills programs for managers and staff. Discussion next week to tailor the program and tie it into the recommendations contained in the organizational review. Beginning April 1, 2016. Free.

4. Communication - Jessica Wilson has agreed to begin researching and drafting a communication strategy for the Municipality. As part of this strategy, I've asked staff to move forward with an adhoc committee to look at bettering / modernizing our website and where possible, improving our social media presence. The goal here is to take stock of what we currently have, identify best practices and brain storm regarding new content and format(s). In keeping with her task of drafting a municipal communication strategy and in an effort to provide her with a meaningful learning opportunity, I've asked Jessica to chair this committee.
 5. Management Team – Management Team implementation meeting scheduled with Linda Ramsay for January 25th, 2016. First meeting has been tentatively scheduled for February 15, 2016.
- **Stakeholder meetings (since January 4th start date):**
 - Angélique LeBlanc, WREN – January 8, 2016
 - Public Works Committee – January 11, 2016
 - Planning Advisory Committee – January 12, 2016
 - Liaison & Oversight Committee, WREN – January 15, 2016
 - Lynette Muise, Muise Law Inc. – January 18, 2016
 - Gordon Wilson – January 18, 2016
 - **Upcoming meetings of note:**
 - Grant Thornton – January 28, 2016
 - Police Advisory Board – February 1, 2016
 - Waste Check – February 8, 2016
 - Colin Fraser, M.P. – February 9, 2016
 - Police Resourcing Study Presentation (Don Spicer RCMP) – Feb 17, 2016