

**Chief Administrator's Report**  
**By CAO Stéphane Cyr**  
**November 16, 2016**

**PROJECT FILES:**

**Meteghan Sewer Treatment Plant**

- The Geo Tube system is now operational. On November 2<sup>nd</sup>, a total of 97,000 litres of sludge has been pumped to the Geo Tube. Another large amount of sludge will be pumped at the end of the month.
- Life expectancy of a single Geo Tube, based on historical volume, +/- 4 years.
- After 2 weeks, no smell.
- We continue to work with both the project engineer and the contractor to address existing deficiencies relating to grading and concrete.

**Clare Veteran's Centre**

- In-camera

**Clare Health Centre**

- The electrical work, controls wiring, programming and mapping, point checks and commissioning all complete.
- Training and hand over of the system occurred during the week of October 31<sup>st</sup>.
- Motion passed by Council for roughly \$186,000. Project cost negotiated down to \$170,000. Total project cost, including unforeseen expenses, came in at \$178,023.
- On-going maintenance will start in either December/January. The intention was to start this within 3 months following commissioning and onsite maintenance will occur quarterly thereafter.
- Annual service contract at a cost of \$1,080 per month.

**Rural Internet**

- I am continuing to work as part of a municipal working group to advance the rural Internet file. It is a complex file with many competing deadlines.
- The working group is proposing a design build approach to build a backbone solution that not only connects our rural communities, but establishes the Internet capacity that will support "last mile" solutions.
- This will be a phased approach. The first phase is to acquire the needed detail design to submit a sufficiently researched grant application to the federal program. The federal program in question will open at the end of November 2016 and close in February 2017.

- A joint orientation session for all participating municipal councils was held on November 16th, at 10:00 am, in Caledonia. Strong turnout. Provincial and federal representatives were in attendance.
- Based on comments made during the session, there is much frustration regarding the approached being taken by the Province.
  - More surveys
  - Only general engineering; not sufficient for design build
  - Lack of support for project management
- The approached proposed by the municipal working group seemed to be well accepted however the ability of this group to meet the federally imposed deadline for submissions remains in question.
- Next steps – It was agreed to move forward and draft an inter-municipal for review and approval by each participating Council.

### **Sewer Extension – John Thibodeau Road**

- ACOA has confirmed that they are prepared to entertain an application for the proposed sewer extension.
- The proposed funding formula remains 50% / 25% / 25%.
- The application will be submitted prior to November 30<sup>th</sup>.

### **Illegal Dumpsites**

- The cleanup of the illegal dumpsites along the Isadore Thibault Road in Grosses Coques and the Felix Road in Mavillette have been completed.

### **FINANCIAL:**

- The Municipality is in a good financial position
- As of November 14, 2016, the Municipality has recorded \$7,917,249 (88.83%) in revenues versus \$5,249,448 (58.90%) in expenses, for a net income of \$2,667,801 (29.23%).
- Again, as of November 14, 2016, the Municipality has a balance of \$3,020,582 in its general account and a total reserve balance of \$2,939,220
  - Operating reserve - \$434,312
  - Capital reserve - \$2,130,603
  - Landfill closure reserve - \$314,308
  - Gas tax reserve - \$59,997

## **INTERNAL:**

- Performance evaluations have commenced and will be completed by month's end.
- Currently revisiting the organizational review to assess progress achieved thus far and establish organizational priorities for the remainder of the fiscal year.
- Once such priority centers around policy, more specifically the need to update or add to our current suite of policies. At present, we are currently drafting a new code of conduct, as well as detailed policies regarding citizen appointments to committees and information technology (i.e. internet usage, email, digital signature). A similar exercise will need to take place regarding the Municipality's by-laws however it is recommended that this be coordinated by and/or vetted through the By-law Committee.
- Currently working with the Department of Finance to address the recommendations contained in the Internal Control Letter as issued by Grant Thornton, as part of the annual audit process.
- Communication Committee continues to meet (most recently November 9<sup>th</sup>) as part of its ongoing efforts to establish a municipal communications strategy.
- **Stakeholder meetings (since November 2, 2016):**
  - Rural Internet – Municipal Working Group – November 7, 2016
  - Meeting with ACOA (Brienne LeBlanc) – November 9, 2016
  - Rural Internet – All Council Meeting / Orientation – November 16, 2016
- **Upcoming meetings of note:**
  - Highway 101 Task Force – November 21, 2016
  - UNSM Annual Conference – November 29 to December 2, 2016