

# CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA

## CAO MONTHLY REPORT

February 2007

The following activities have been on-going since the last report to Council:

### Staffing

1. There are no staffing issues at this time.
2. Annual Performance Appraisals are being conducted on management staff in the next month. Managers are conducting performance appraisals of front line staff for the first time this year.

### On-going Projects

1. **Legal Issues** – The OMB review was completed on January 24<sup>th</sup> 2007. The decision of the OMB was released on February 2<sup>nd</sup>, 2007.
2. **Waste Management** projects are on-going. There will be a meeting in the CAO office on Thursday February 22<sup>nd</sup> to discuss scheduling and budget for the various COMRIF related projects. Council is welcome to attend this meeting, if they so wish.
3. **Griffith Office** – Commencing in March, staff from the municipality will be attending the municipal office in Griffith one day per month to provide municipal services to the ratepayers of the area. Initially, this will include dog tags, waste site cards, payment of municipal invoices and taxes and other basic services. A manager will be available to meet with ratepayers on issues that they wish to bring to the attention of the municipality. This will be monitored for a six month period to determine if the service is of value to the ratepayers, and is in fact being utilized. Should it be proven to be of value, consideration will be given to extending the service to the Dacre area once per month as well.
4. **Jackets/Golf Shirts** – With the new logo for the municipality being finalized, staff are looking at ordering various apparel with the logo affixed. The plan would be to order various items as selected by the staff, each having the logo. In addition, some items will be ordered for the municipality as gifts and such. The intent will be that staff will pay for their purchases personally, while the municipality will pay for the digitization of the logo and for items that will be used as gifts. An order will also be placed shortly for Lapel Pins for distribution at conferences, etc.

## **Community Meetings and Group Interaction**

Since the last report I have participated in the following meetings in addition to routine business of the municipality:

- January 16<sup>th</sup> 2007 Economic Development Committee
- January 19<sup>th</sup> 2007 CAM Meeting
- January 23<sup>rd</sup> 2007 OMB Review Hearing
- January 24<sup>th</sup> 2007 Emergency Management Committee
- January 25<sup>th</sup> 2007 Bell Canada meeting with County Council
- January 29<sup>th</sup> 2007 Business Incubator Meetings with Peter Schell
- February 8<sup>th</sup> 2007 Municipal Act/Bill 130 Training – Perth Ontario
- February 10<sup>th</sup> 2007 Winter Carnival
- February 14<sup>th</sup> 2007 Municipal Act/Council Training – Renfrew
- February 16<sup>th</sup> 2007 CAM Meeting

## **Upcoming Meeting Schedule**

Meetings for February/March are as follows:

- February 24<sup>th</sup> to 28<sup>th</sup> OGRA Meeting in Toronto (Cllr, CAO, PW Mgr)
- March 1<sup>st</sup>, 2007 Standing Committee Meetings (various times)
- March 8<sup>th</sup>, 2007 COTW 5:00 PM Calabogie Municipal Office
- March 15<sup>th</sup> 2007 Council 7:00 PM Calabogie Municipal Office

Respectfully Submitted,  
**Township of Greater Madawaska**

John Baird, RRFA, CMM III soon.  
Chief Administrative Officer