

CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA

CAO MONTHLY REPORT

June 2007

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

Staffing

1. The Public Works staff vacancy has been filled. Dan Cameron was selected as the successful candidate and commenced the position as of June 11th, 2007.
2. Janis AuCoin will be retiring at the end of June from the municipality. Mrs. AuCoin will actually be finished work on June 20th 2007 and will be using her accumulated annual leave for the balance of the month. A retirement party for Mrs. AuCoin is scheduled for June 20th, 2007 at 1:00 PM at Shooter's Bar and Grill. Council is invited to attend. Please contact Jenn Fleming at the municipal office to confirm attendance.
3. With the retirement noted above, the municipal office staff has been re-organized to accommodate the changes. The Clerk Receptionist and Finance Clerk position has been combined into one position, with the incumbent performing tasks in both areas. The Finance Receptionist position will be a permanent, full time position. For 2 days per week, a casual office worker will be utilized for front desk work, filing, and other general duties. Combining the two positions (Clerk Receptionist and Finance Clerk) will result in a savings of staffing costs

On-going Projects

1. **Waste Management** projects are on-going. RDI Systems INC will be in Greater Madawaska on June 20th to meet with the municipal staff and to conduct a tour of the 5 waste sites. Council is welcome to participate in the meeting with RDI Systems and/or the tour. Please let the office know if you will be participating.
2. **Griffith Office** – Attendance at the Griffith office has been suspended for the summer months. After an initial excellent response to staff going to Griffith, the second month saw a significant drop in contacts. The Griffith Office will be staffed again for a couple of months, commencing in September.

3. **Legal Issues** – No change since last month's report.
4. **Noise By-Law** – The BLEO officer reports that there are a total of 28 complaints regarding the track as of May 31st, 2007. None of the complaints has resulted in a reading exceeding the noise protocols and By-Law requirements. There are 11 identified individuals that have filed the 28 complaints. The municipality has received a couple of emails from people confirming that the BLEO has attended their complaint in a timely fashion, as required by the agreement.
5. **Training** – The CAO attended a training session with the Office of the Fire Marshall regarding Fire Departments. The manual from the training event is available for Council to review. It outlines the essential responsibilities of the municipality with respect to Fire Protection, and suggests various methods by which municipalities can meet these expectations.

Community Meetings and Group Interaction

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

May 24 th	AMCTO Zone 6 meeting Cobden, ON
May 30/31 st	Canadian Association of Municipal Administrators
June 1 st to 4 th	Federation of Municipalities AGM
June 9 th to 13 th	AMCTO AGM and Conference
June 13 th	Meeting with Rob Wood regarding Strategic Plan

Upcoming Meeting Schedule

Meetings for June/July are as follows:

June 18 th 2007	MPAC Review Meeting – 2 PM Council Chambers
June 20 th 2007	Meeting with RDI Systems 9:00 AM Municipal Office
June 20 th , 2007	Emergency Management Committee 4:15 PM
June 21 st , 2007	Council Meeting 4 PM
July 5 th , 2007	Standing Committee Meetings (various times)
July 12 th , 2007	Committee of the Whole (DACA Centre) 4 PM
July 19 th , 2007	Council Meeting – Calabogie Municipal Office 4 PM

I will be away on leave for the following periods over the next several weeks:

June 27th to 29th (back in office July 3rd)

July 23rd to August 3rd (back in office August 7th)

Respectfully Submitted,
Township of Greater Madawaska

John Baird, RRFA, CMM III
Chief Administrative Officer