

CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA

CAO MONTHLY REPORT

November 2007

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

Staffing

1. There are no staffing issues outstanding at this time.

On-going Projects

1. **Waste Management** – The COMRIF Project is proceeding as per the plans outlined in the COMRIF report. There is a meeting planned for discussion of the transfer station designs between now and the standing committee meetings in December. Tyler Peters will be attending the Environmental Standing Committee meeting in December to update the committee on the project year and to outline plans for 2008.
2. **Mandatory Audit Report** – At the time of writing this report, we are still waiting for the report from Dr. Williamson and the BLEO for the 2007 CMP operational year and the mandatory audit. It is expected that both reports should be submitted shortly, perhaps prior to the Council meeting. Once the reports have been received, a meeting will be scheduled in consultation with Council for the formal presentation of the reports. It is expected that this meeting should occur prior to Christmas.
3. **2008 Budget** – The first draft of the 2008 Budget was submitted to the Budget Committee on November 7th, 2007. The submission of the budget estimates on this date is fully five months ahead of the 2007 Budget submission (submitted to Council on March 23rd, 2007). Pending scheduling of Budget Committee meeting(s), the 2008 Budget is slated for preliminary approval (pending receipt of County & Provincial figures and the final 2007 audit) at the December 18th 2007 Council meeting. This will allow departments to commence 2008 with an approved budget, enabling major projects (especially Waste Transfer Stations) to proceed with early tendering, etc to ensure the best possible price for the work.
4. **Emergency Exercise** – The Emergency planning Committee has scheduled their mandatory exercise for Monday November 26th, 2007. This year the exercise will be a shake-down of the call out system for emergencies. With the completion of the exercise on November 26th, the municipality will have completed the necessary requirements for

compliance with the legislation regarding the Essential Program of Emergency management.

5. **Admaston/Bromley Fire Agreement** – The Fire Agreement with Admaston/Bromley is now signed and completed.
6. **Wabalac Road Agreement** – We are still waiting for the signed agreement with the Township of Lanark Highlands to be returned regarding the Wabalac Road.

Community Meetings and Group Interaction

For the month of October I have participated in the following meetings in addition to routine business of the municipality:

October 11 th	Meeting with Renfrew Recreation
October 20 th	Training Session for Emergency Management Committee
October 24 th	EMO Capital Sector Meeting (with Cllr Pratt)
October 25 th	AMCTO Zone 6 Fall Meeting (with Deputy Clerk)
October 30 th	Strategic Planning Implementation Committee meeting

Council Member Interaction

Throughout the month of October, I have had various meetings with members of Council regarding specific and general topics. I have met with Reeve Emon on 7 occasions to discuss municipal issues and supervision items.

Topics discussed with Council members included:

- Noise Audit
- K and P Trail – Report and potential purchase
- Track Berm
- Environmental issues

Upcoming Meeting Schedule

Meetings for the month of December are as follows:

December 6th	Committee Day
December 13 th	Committee of the Whole
December 18 th	Council Meeting

In addition to these meetings, we are awaiting Council direction for scheduling the following meetings:

2008 Budget Discussions and Department Meetings

K and P Trail Report Meeting

Noise Audit Meeting (subject to receipt of report from Dr. Williamson)

Respectfully Submitted,

Township of Greater Madawaska

John Baird, RRFA, CMM III

Chief Administrative Officer