

CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA

CAO MONTHLY REPORT

March 2008

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

Staffing

1. The Public Works Manager completed interviews for the Lead Hand position in Griffith on March 11th, 2008. Two candidates were interviewed, with Steve Inwood being selected for the position. Mr. Inwood assumes the position commencing on March 17th.
2. Management staff performance appraisals for 2007 have been completed and filed in the personal files.
3. Managers are completing the non-management staff performance appraisals.

On-going Projects

1. **Waste Management** – This project is progressing. Designs for the Waste Transfer stations were submitted to the consultant on March 20th. Greenview is reviewing the designs currently, and will be making recommendations and comments to JP2G Consultants in the next week or so. Greenview will be attending committees in April to present the station designs, budget and other aspects of the program to Council at that time.
2. **2007 Audit** – The 2007 Audit process has been completed. The final audit report should be available to Council by mid April. The auditor will be attending a meeting with Council to present the Audit Report and to discuss financial statements with the committee.
3. **ORFA Conference** – Members of Council, the CAO and Public Works Manager attended the ORFA Conference February 23rd to 27th 2008. During the conference, the delegation met with the Minister of Tourism and the Minister of Health Promotion. The presentations to the ministers were well received. Additionally, members of the delegation met with Vincent Fabiilli, Regional Director of MMAH. Mr. Fabiilli received copies of the presentations to ministers that the delegation was unable to meet with, and agreed to pass the presentations on to the appropriate ministries. In addition, Mr. Fabiilli agreed to follow up with the presentations to ensure that the municipality received responses to the concerns outlined. John

Yakabuski, the local MPP, joined the delegation minister meetings to support the presentations. He will also follow up with the ministries that we were unable to meet with.

4. **Emergency Management** – The municipality has confirmed their participation in the County wide exercise tentatively scheduled for June 2008. Two members of the Emergency Control Group will be attending the basic Emergency Management course, scheduled for April 8th to 10th at the County.
5. **2008 Noise By-Law Enforcement** – John Fitchett has confirmed that he will be available to provide Noise By-Law Enforcement with respect to the CMP operation for 2008. Council will be considering his work proposal at the March 20th meeting.
6. **K and P Trail Purchase Meeting** – Following up on the motion of Council from 2007, the Reeve, Cllr Pratt and the CAO will be attending a meeting on March 18th, 2008 with the Mississippi Valley Conservation Authority to discuss possible purchase of the K and P Trail from Barryville south to the township border. Following these discussions, the item will be brought back to Council for consideration.
7. **Responses to Logging Resolution** – As of the writing of this report, there have been 83 responses from municipalities supporting the resolution distributed by the municipality. Letters are on file in the office should Council wish to review them.

Community Meetings and Group Interaction

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

February 19 th	Management Meeting
February 19 th	Strategic Plan Implementation Committee meeting
March 11 th	Rob Wood/Bruce Parker regarding Strategic Plan
March 12 th	Management Performance Appraisals

Council Member Interaction

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

Topics discussed with Council members included:

- Noise Audit

- Meeting Schedules
- Environmental issues
- Financial Statements
- Budget

Upcoming Meeting Schedule

Meetings for the month of April 2008 are as follows:

April 7 th 2008	Standing Committees as per normal schedule
April 10 th , 2008	Committee of the Whole Meeting – 4:00 PM
April 17 th , 2008	Council Meeting – 4:00 PM

Respectfully Submitted,
Township of Greater Madawaska

John Baird, RRFA, CMM III
Chief Administrative Officer