

Chief Administrator's Report
By CAO Stéphane Cyr
May 18th, 2016

PROJECT FILES:

Meteghan Sewer Treatment Plant Sludge Dewatering:

- Project will be tendered by the end of May. Both the engineers and staff are planning for a start date in late spring / early summer.

Major Point Road:

- A total of 6 bids were received.
- The bid opening was held at 2:00 pm on Thursday, May 12th.
- The bid amounts have been communicated to the representatives of Major Point Road for discussion. They have also been shared amongst the other bidders for the sake of transparency with the understanding that our doing so does not constitute the awarding of the contract.

Medical Center

- The Building Inspector and I are meeting with Trane on Friday to review their proposal.
- The work will be carried out during the evening and clean-up completed every day prior to the Center opening
- CSA Standard – National Standard for Infection Control in Health Facilities (Z317.13-03)

Clare Veteran's Centre

- Awaiting word on our application to the Nova Scotia Department of Communities Culture and Heritage, under the Community Facilities Improvement Program, for funding to assist with renovation of the current upstairs washroom facilities

Gran-Fondo

- As of May 18, 270 people have registered.
- Sponsorship campaign has been launched (May 18th) targeting private sector. Goal is \$10,000.

Recycling Plant:

- Two bids were received for the purchase and removal of equipment from the former recycling plant. These were opened Friday, May 13th and will further discussed in-camera.
- The call for letters of intent for the lease of the former recycling plant has been issued. Any bid/letters received will be opened on May 20th

Other Files

- Currently engaged in a handful of other files. Given the nature of these discussions, these files will be discussed further in-camera.

INTERNAL:

- **Management Team**
 - Performance evaluations are slated to commence shortly. Normally completed by March 31st, these have been delayed given the amount of time invested by staff on the development and completion of current job descriptions, job evaluations and the salary administration policy
- Appointed to the WREN Audit Committee and the Wastecheck Audit Committee
- Pleased to announce the hiring of 4 new summer students
 - Adrienne Weaver – Marketing / Publicity
 - Cassie Bonnenfant – Special Events Coordinator
 - Chantal Surette – Special Events Coordinator
 - Liette Comeau – Team Leader
- **Stakeholder meetings (since April 20th):**
 - CDENE (Finale – Soirée dragon – CSAP) – April 21, 2016
 - L&O Committee (WREN Board / NSBI) – April 26, 2016
 - Clare Health Foundation – May 2, 2016
 - Community Development Staff Meeting – Policy Review – May 6, 2016
 - Clare Health Centre Staff Meeting – Policy Review – May 10, 2016
 - Communication Committee – May 11, 2016
 - Dr. Erica Lasher – May 12, 2016
 - Finance Department Staff Meeting – May 16, 2016
 - Ecole Stella-Maris (Grade 5 and 6 students) – May 18, 2016

- **Upcoming meetings of note:**
 - WREN Audit Committee – May 19, 2016
 - Trane – May 20, 2016
 - Property Valuation Services Corporation - Trudy LeBlanc / Renee Walker (Asst. Manager) – May 25, 2016
 - Clare Chamber of Commerce – June 1, 2016
 - FCM – June 2-5, 2016