



VILLE DE - TOWN OF

Gravelbourg

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CAO's Report for November 30, 2017

Completed Issues:

1. Advanced Poll for By-Election held November 29, 2017.
2. Public Notice for By-Election for Mayor posted November 17, 2017.
3. EAFP added to Town of Gravelbourg plan effective December 1, 2017.

On-going Issues:

1. Utility Rate committee met November 23, 2017. Next meeting December 12, 2017. There is a significant amount of work being done by administration staff to provide information requested.
2. Motion for The Fringe Hair Salon repair request tabled at last meeting. The letters to Ms. Chevrier requested have been provided and are attached to your packages.
3. A resolution needs to be made to appoint an Acting Mayor to be in place until the new Mayor is elected according to Section 91 of the Municipalities Act. I have included a motion; however, it needs to be changed to include the name of the councilor. I would suggest that whoever is appointed is a councilor that is not considering running in the election.
4. Asset Management Plan. In an email (that was forwarded to you) from the Ministry of Government Relations, it has come to my attention that the Federal Gas Tax Grant that the Town of Gravelbourg has received annually has conditions attached to it. The biggest condition is that the recipients are actively working towards implementing an asset management plan. As with Municipal Revenue Sharing, this money has been spent at will by previous Councils, and utilized in operations to keep from having to raise taxes. Design and implementation of an asset management plan is an expensive and labor-intensive process, and this grant money was intended to offset this cost, but was instead spent on items such as repair of the runway at the airport. To ensure that the Town of Gravelbourg remains eligible to receive this funding, the Town of Gravelbourg is going to need to put some resources towards this very soon. Implementation of an asset management plan will allow for future-based budgeting as opposed to the yearly budgeting that occurs now. I will be forwarding more information as I learn more of what needs to be done.
5. Lafreniere request for payment. A motion is included on this agenda to discuss a reimbursement to Mr. Lafreniere in the amount of \$2608.50 for building of an approach. It is the duty of the Town of Gravelbourg to provide this approach as the upgrades to Industrial Park left Mr. Lafreniere without legal access to his property. However, it is work that could have easily been completed by the Town of Gravelbourg Public Works Department, and did not need to be done by an outside contractor. The work was also not requested prior to being done. In addition, we were billed for materials (i.e. dirt and

- gravel) that we currently have in stock.
6. Addition to the Agenda: It has been recommended that we cancel the December 28, 2017 Regular Meeting of Council as it is during the Christmas and New Year's week. This will need to be added to the agenda.

Ward P. Minifie, CAO