



# **THE MUNICIPAL COUNCIL OF QUATRE BORNES**

*Annual Report*  
*for*  
*Financial Year 2020/2021*



**28 October 2021**

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## 1.0 CHIEF EXECUTIVE'S STATEMENT

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Pursuant to section 142 of the Local Government Act 2019 as subsequently amended, I feel very privileged to submit the Annual Report covering period 01 July 2020 to 30 June 2021 and the unaudited accounts for the same period.

The Annual Report outlines our overall financial position and performance and major activities of the Council for financial year 2020/2021.

I wish to point out that just like the last financial year (2019/2020), the period March 2021 to 30 May 2021 was marked by the Covid-19 pandemic and lockdown which affected our ability to maintain our service level, activities, etc and also causing loss of revenue.

I would like to put on record that the Municipal Council of Quatre Bornes has been able to fulfill its statutory duties as laid down in the Local Government Act 2011 as subsequently amended and other legislations.

I seize this opportunity to thank the Mayor, Deputy Mayor and Councillors and my staff for their unflinching support for ensuring the smooth running of the Council during normal hours and during the Covid-19 crisis.

**R. GANGADEEN**  
**CHIEF EXECUTIVE**

## 2.0 MAYOR'S STATEMENT

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As Mayor of the town of Quatre Bornes, I am pleased to submit the Annual report for the year 2020/2021 which highlights the major achievements, activities and financial situation of the Council.

The Council has put a lot of effort into the rejuvenation of town. After facing two lockdowns and major economical downfall due to the Covid19 pandemic, it was the duty of the council to relaunch its activities and help boosting and relaunching of our economy. This was our main focal point, we try to achieve this by revamping all our existing infrastructure.

This Council also recognize the hard times ahead due to the COVID-19. Our objectives will remain the same and our determination to provide a better service as efficiently as possible will be our number one priority.

The main objective was to ensure that the basic necessities of the citizens of Quatre Bornes are met within the shortest time period possible.

With the Implementation of National Disaster Risk Reduction and Management Act 2016, the Mayor of Municipal Council of Quatre Bornes had chaired various meetings of the Local Emergency Operation Command during flash floods, torrential rains and cyclones. The employees of the Council had intervened in various location of the town where emergency services were required. We are also massively investing in drains to make sure that the township is ready to face all the negative outcomes of climate change.

The Council offers a Library Service to the citizens of the Town and the public at large. Large variety of books, reference books and periodical are made available to the public. Moreover, several activities are also organized during school holidays by the Municipal Library.

The Council offers Refuse Collection Services and Town Cleansing within its jurisdiction. Some 23000 residential premises and about 5838 economic operators are being serviced regularly. It consists of collection of household refuse on a weekly basis and commercial refuse on a daily basis.

The Council had attended various projects to the tune of Rs 45,319,243.54 during the Financial Year 2020-2021, and is expecting to spend another Rs 71,000,000 in drains and an excess of Rs 20,000,000 more in the rehabilitation and construction of roads and other public facilities.

The Council fulfilled its role as an urban authority by attending to the request of its citizens be it infrastructural, social, cultural, Environmental, Youth and Sports. Despite its Budgetary Constraints, the Council attended its obligation with pride during the year 2020/2021.

We are facing difficult times but we as a council are determine to making sure that our citizens get the best service and we pride ourselves to always be at your service.

**Nagen MOOTOOSAMY**  
**Mayor**

### 3.0 INTRODUCTION

The town of Quatre Bornes was created by an Ordinance passed in 1895 and came in force in 1896. From the time of its creation till 1950, it was governed by a fully nominated Board of Commissioners, consisting of a Chairman and 5 members.

The Town Council Ordinance 1950 democratised the institution of Board by incorporating a provision by which members were to be elected. However, it remained a system of nomination with 3 nominated members and 7 elected members.

The Local Government Ordinance of 1962 required that each of the towns including Quatre Bornes would have 12 elected and 4 nominated members. In 1968, when Mauritius became independent, the Town Council became a Municipality and since then all Councillors have to be elected.

With the amendments brought to the Local Government Act 2011, the Municipal Council of Quatre Bornes is now made up of 20 Councillors (5 wards each electing 4 members).

The town of Quatre Bornes also known "*La ville des fleurs*" (The City of Flowers), extends over an area of about 2,122 Ha and it is served by an urban road network of approximately 300 Kilometres which is being extended each year.

Situated in the central part of Mauritius, Quatre Bornes is easily accessible from the western part southern and Northern part of the island and recently from the eastern part with the construction of the extension of the Verdun - Trianon link Road.

Urban development itself started in the late 1960s when the Trianon Sugar Estate, sold its land properties, and attracted a new social class, nowadays known as the Morcellement St-Jean.

The town is in a period of rapid development and consists of residential development and commercial development. Commercial and office spaces are very prominent in the area of the cyber city in Ebene.

Quatre Bornes consists of the 'Old Quatre Bornes' on the one hand which comprise regions like Belle-Rose, Telfair, Drapers, D'Epinay and on the other hand new Quatre Bornes which started its development in the 1980s in the region of Sodnac. The region of Ebene with the Cybercity also form part of Quatre Bornes.

### 3.1 HISTORICAL DEVELOPMENT OF THE TOWN

**The Town of Quatre Bornes, - 'La Ville des Fleurs' has its history dating to more than two centuries:**

- In 1740, during French colonisation, the cartography of Pierre Guyomar indicated the 'quartiers Des Plaines-Wilhems', which depicted Quatre Bornes as a forest region that was being colonised.
- In 1764, Joseph Francois Charpentier de Cossigny settled in a region that he named Palma, and in the same period the Governor Antoine Desforbes Boucher settled in a region, which he named Bassin.
- Around 1768-70, the novelist Bernardin de St. Pierre, was inspired to write 'Paul et Virginie', in which mention is made of the Trois Mammelles Mountain, the 'watercress' plants near a river (namely the Rempart River).
- In 1850: construction of the St-Jean Church
- With the introduction of the railway line in 1864, the region of Plaines-Wilhems developed rapidly with the migration of people living in coastal regions to the Plaines Wilhems.
- In 1870s the cartographer Descubes mentioned the name of Quatre Bornes for the first time on a map.
- In 1890, Quatre Bornes was declared village by proclamation No.49, with effect as from 1877
- In 1895, the Ordinance Act 32 stated that the Board of Commissioners would consist of 6 members. Honourable Sir William Newton K.C. became the first president in 1896. Quatre Bornes was proclaimed Town under a proclamation of the Governor p.i Charles Anthony King Harman, C.M.G.
- In 1904 was founded the Convent of Quatre Bornes, which was to become the Loreto convent of Quatre Bornes, secondary institution for girls.
- In 1941, the Quatre Bornes Market was built.

- ➡ In 1954 the Council took the decision to build the 'Cite Beau-Sejour and 'Cite Pere Laval'
- ➡ The 1960's, saw the development of the Morcellement St Jean
- ➡ In 1964 the new Town Hall building was inaugurated
- ➡ In 1967, the region of Bassin and Palma were annexed to form part of the town by Proclamation No.2, Government Notices, 1967.
- ➡ In the mid-1980s Quatre Bornes developed at a rapid pace, with the construction of the George Town Commercial Complex, the Orchard Complex, Candos Commercial Complex, which provided shopping facilities, supermarket, cinema, drug stores etc.
- ➡ 1980s - 1990s saw the development of Sodnac region. Sodnac situated on the opposite of Candos Hill was so named in the opposite way of Candos
- ➡ 9th May 1984: Mr F. Canabady, the then Mayor inaugurated the crossroad at Palma constructed on a plot of land donated to the Municipality by the Jugnauth family.
- ➡ In 1987, the region of La source was annexed to the town of Quatre Bornes.
- ➡ Other commercial complexes were constructed in the 1990's such as Discovery House, Newry Complex, Orbis Court, France Centre, Bushwell Centre, Flora Park, Middle town Shopping Centre.
- ➡ There are several major developments in the region of Trianon, Ebene Cybercity, St. Jean and Tulipes Avenue in Sodnac.
- ➡ One of the major transformation in the public transport system is the implementation of the Metro Express LRT. The Quatre Bornes Central Metro Station was inaugurated and came into operation on 20 June 2021.

## 3.2 HOW THE TOWN WAS ATTRIBUTED THE NAME OF QUATRE BORNES

### FOUR HYPOTHESES TO EXPLAIN THE NAME OF QUATRE BORNES

- ❑ According to a map prepared by Descubes in 1880, Quatre Bornes has been attributed its name, upon the four boundary stones (Bornes) which delimited the land properties of Palma, Bassin, Trianon and Beau-Sejour. It is this hypothesis which is the most plausible one.
- ❑ Another hypothesis was instituted by a Mauritian Historian, who said that four boundary stones (Bornes) delimited the three districts, namely Plaines Wilhems, Moka and Riviere Noire.
- ❑ In November 1761, two land owners namely Mr. Mabilie and Mr. Desveaux were having land problems and this case was ultimately known as 'Le cas des Quatre Bornes'.

As W. Edward Hart explained in 1921, four boundary stones used to delimit the intersection between the roads crossing Vacoas and Bassin/Palma and La Louise and of the Balisage separating the land property of La Louise and Beau Sèjour

- ❑ Quatre Bornes has been named so, in relation to a 'commune' in France.

## 3.3 URBS FLORIDA-THE COAT OF ARM



In 1955 Mr. R. Hein wrote the motto '**URBS Florida**' which means **Quatre Bornes** '**LA VILLE DES FLEURS**'. In the same year Mr. Max Boulle drew the arms of the town at the request of the Board. The arms consisted of the four 'Bornes' and of three flowers.

In 1964, the Municipal Council of Quatre Bornes willing to pay tribute to Mr. De Candos who gave his name to a hill, a hospital, a road slope (montée Candos), a stadium, and a housing state, decided that the Lys Flower which decorated his arms be represented on the coat of arms of the Town of Quatre Bornes.

### 3.4 MISSION, VISION AND VALUE STATEMENT

#### 1. OUR MISSION

To ensure a timely and quality service delivery to all stakeholders and to improve the quality of life of the citizens of the town.

#### 2. OUR VISION

To be a living model in partnership and networking with its stakeholders for the highest standards of excellence and an unrivalled quality of life.

#### 3. OUR CORE VALUES

<b><i>Professionalism</i></b>	<b><i>Service Excellence</i></b>
To be committed to work ethics, confidentiality, impartiality and discipline	To be committed at every level to provide the highest service excellence
<b><i>Teamwork</i></b>	<b><i>Integrity</i></b>
To foster team spirit between all employees, departments and the Council	To be guided by a positive set of attitudes which foster honest and ethical behaviour and work
<b><i>Timeliness</i></b>	
To be committed to delivering services within the least possible delay	

#### 4. OUR COMMITMENT

To continuously maintain a high standard of service and to be proactive in providing facilities and improve the quality of public services offered and ensure that such services respond to the needs and wishes of the citizens.

### 4.0 ABOUT THE MUNICIPAL COUNCIL OF QUATRE BORNES

**Location** : Saint Jean Road, Quatre Bornes

**Web Site** : <http://www.qb.mu>

**Email** : [mcqb@intnet.mu](mailto:mcqb@intnet.mu)

**Fax** :4540066

**Tel** :4548054

**Customer Care Centre/Hotline**  454 9662- 9.00hrs to 16.00 hrs  
**5448 1929- 24hrs service(Hotline)**

## 4.1 TWINNING

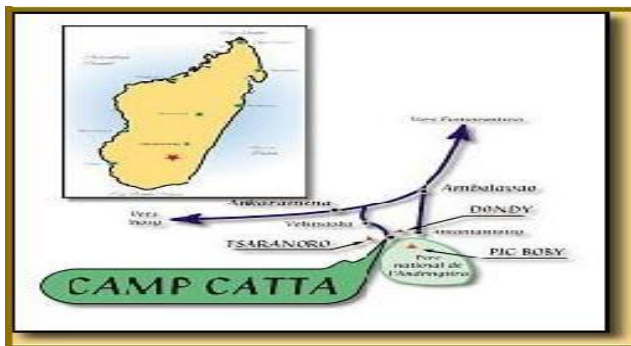
The Town of Quatre Bornes is twinned with the

1. "Communes de St Benoit" of Reunion Island (since 03 August of 1988)



Commune de St Benoit: shaded yellow

- ## 2. “Communes de Ambalavao” in Madagascar (1994)



Commune de Ambalavao- Red Star

3. "City of Daqing", Heilongjiang province, China (since 31 May 2008)



City of Daqing in red

## 5.0 ROLES AND FUNCTIONS OF COMMITTEES

### 5.1 COUNCIL MEMBERSHIP

#### Mayor, Deputy Mayor and Councillors

The Municipal Council of Quatre Bornes was composed of 20 elected members from 5 wards. The Mayor and Deputy Mayor were elected by the Council to serve for a period of two years.

1.	Mr <b>MOOTOOSAMY</b> Nagen	<b>MAYOR</b>
2.	Mr <b>RAMLUCKHUN</b> Dooshiant	<b>DEPUTY MAYOR</b>
3.	Mrs <b>AYACANOU</b> Morganangi	<b>COUNCILLOR</b>
4.	Mr <b>BUKHORY</b> Ashvin	<b>COUNCILLOR</b>
5.	Mr <b>CANNOOSAMY PILLAY</b> Roobakrishnen	<b>COUNCILLOR</b>
6.	Mrs <b>GEERJANAN</b> Premila	<b>COUNCILLOR</b>
7.	Mr <b>GOOMANY</b> Ziyad Mohammed	<b>COUNCILLOR</b>
8.	Mr <b>GOPALOODOO</b> Vishnoo	<b>COUNCILLOR</b>
9.	Mr <b>ISRAM</b> Rajendra	<b>COUNCILLOR</b>
10.	Mrs <b>JEPAUL-RADDHOA</b> Soolekha	<b>COUNCILLOR</b>
11.	Mrs <b>KOENIG</b> Arline	<b>COUNCILLOR</b>
12.	Mr <b>OCHIT</b> Kevin	<b>COUNCILLOR</b>
13.	Mr <b>RAMANJOOLOO</b> Ballakisnah	<b>COUNCILLOR</b>
14.	Mrs <b>SEVATHIANE-DANSANT</b> Marie Claire Myrella	<b>COUNCILLOR</b>
15.	Mr <b>SALMINE</b> Eric Louis	<b>COUNCILLOR</b>
16.	Ms <b>SALMINE</b> Marie Joannie Annick Tania	<b>COUNCILLOR</b>
17.	Mr <b>SONOO</b> Atmaram	<b>COUNCILLOR</b>
18.	Mr <b>SOOKUN</b> Siam	<b>COUNCILLOR</b>
19.	Mrs <b>SOUNDUR</b> Usha Koontee Devi	<b>COUNCILLOR</b>
20.	Mr <b>TROYLUKHO</b> Guy Emmanuel	<b>COUNCILLOR</b>

## 5.2 ADMINISTRATIVE TEAM

ADMINISTRATION DEPARTMENT	<b>CHIEF EXECUTIVE</b> Mr. R. Gangadeen from 10 June 2021 to date
	<b>AG. CHIEF EXECUTIVE</b> Mrs Toolambah <b>NARSINGHEN</b> from 17 February 2020 to 09 June 2021
	<b>ASSISTANT CHIEF EXECUTIVE</b> Mr Rajcoomar <b>SEENAUTH</b> Mr Indulal <b>LUCHAN</b>
FINANCE DEPARTMENT	<b>FINANCIAL CONTROLLER</b> Mr Sanjay <b>VEERASAMY</b>
	<b>Ag HEAD PUBLIC INFRASTRUCTURE DEPARTMENT</b>  Mr Puran Dev <b>PATTOO</b> (from 2 March 2020 for 3 months 02 June to 02 Sept 2020 13 Oct to 13 Jan 2021 14 Jan 21 to 14 April 2021 13 May 21 to 18 July 2021
PUBLIC INFRASTRUCTURE DEPARTMENT	
HEALTH DEPARTMENT	<b>CHIEF HEALTH INSPECTOR</b> Mr Irayah <b>ERIGADOO</b>
	<b>PRINCIPAL HEALTH INSPECTOR</b> Mr Michel <b>SONEEA</b>
LAND USE AND PLANNING DEPARTMENT	<b>HEAD LAND USE AND PLANNING DEPARTMENT</b>  Mr Mohammad Al-Ilshaad <b>SUBRATTY</b>
	<b>PLANNING AND DEVELOPMENT OFFICER</b> Mr M.Arshad <b>Moolye</b>
WELFARE DEPARTMENT	<b>CHIEF WELFARE OFFICER</b> Mrs Roopmanee <b>SUMBOO</b> up to 30 December 2020
	<b>PRINCIPAL WELFARE OFFICER</b> Mrs. Gowreedevi <b>ETTOO</b> As from 22 June 2020 and Ag. Chief Welfare Officer (3 Jan for a period of 3 months) 03 Jan 21-03 April 21 03 May 21 – 03 Aug 21

## **ROLES AND FUNCTIONS OF COMMITTEES**

### **5.3 SETTING UP OF COMMITTEES**

#### **COMMITTEES**

- COUNCIL MEETING
- EXECUTIVE COMMITTEE
- PROCUREMENT COMMITTEE
- PUBLIC INFRASTRUCTURE COMMITTEE
- PUBLIC HEALTH COMMITTEE
- WELFARE COMMITTEE
- PERMITS AND BUSINESS MONITORING COMMITTEE
- ETHICS COMMITTEE

#### **5.3.1 COUNCIL MEETING**

**Chairperson:** His Worship the Mayor

**Vice Chairperson:** The Deputy Mayor

The Municipal Council is made up of 20 elected Councillors from five different wards of the Town. The Council is the policy making body of the Municipality. As required under Section 45 of the Local Government Act 2011 as subsequently amended in 2015 the Council meets as often as the business may require and at least once every month in the Council Chamber for the formulation of policies and examination of all matters pertaining to the administration of the Town.

#### **5.3.2 EXECUTIVE COMMITTEE**

As per Section 48 of the Local Government Act 2011, the Executive Committee is responsible for the approval of the procurement of goods and services exceeding Rs. 100,000.

For period 01 July 2020 to 30 June 2021, the Executive Committee met for 32 sittings.

Every decision taken is reported at the next Council Meeting as stipulated in the Local Government Act.

### **5.3.2.1 MEMBERS OF THE EXECUTIVE COMMITTEE**

*Period 01 July 2020 –30 June 2021*

- His Worship the Mayor Mr Nagen **MOOTOOSAMY**, Chairperson
- Mr Dooshiant **RAMLUCKHUN**, Deputy Mayor
- Councillor Mrs Morganangi **AYACANOU**
- Councillor Mr Vishnoo **GOPALOODOO**
- Councillor Mr Rajendra **ISRAM**
- Councillor Mrs Soolekha **JEPAUL- RADDHOA**
- Councillor Mrs Usha Koontee Devi **SOUNDUR**

### **5.3.3 PERMITS AND BUSINESS MONITORING COMMITTEE**

As per Section 115 of the Local Government Act 2011 as duly amended by the Finance (Miscellaneous Provision Act 2016 [Act No. 18 of 2016] has reviewed the constitution of the Permits and Business

Monitoring Committee to determine applications for Building and Land Use Permits and the Committee is constituted as follows:

- (a) The Mayor or Deputy Mayor as Chairperson
- (b) Four Councillors:
  - i. Councillor Mrs Premila Geerjanan
  - ii. Councillor Mr Atmaram SONOO
  - iii. Councillor Mr Siam Sookun
  - iv. Councillor Mr Guy Emmanuel TROYLUKHO
- (c) Chief Executive
- (d) Head Land Use and Planning Department
- (e) Head Public Infrastructure Department
- (f) Chief Health Inspector

As per the Local Government Act, the Permits and Business Monitoring Committee plays a vital role for which it has the responsibility of processing applications. For Building Land Use Permit for period 01 July 2020 to 30 June 2021 the Permits and Business Monitoring Committee has issued **581** permits.

### 5.3.4 PROCUREMENT COMMITTEE

According to section 160 of the Local Government Act 2011 the procurement of goods and services shall be effected in accordance with the provisions of the Public Procurement Act.

Any procurement of goods and services by a local authority shall be determined by a Procurement Committee composed of:

- (a) The Chief Executive or his Deputy;
- (b) The Financial Controller or his Deputy; and
- (c) One senior officer in charge of a department other than that of the Chief Executive or the Financial Controller and shall require the approval of the Executive Committee of the Council, where the total value of the procurement exceeds 100,000 rupees, or such amount as may be prescribed.

The Procurement of goods, services and works are carried out in strict compliance with the provisions of the Public Procurement Act 2006 and subsequent directives issued by the Procurement Policy Office.

Bid Evaluation Committees are set up to evaluate bids according to pre-determined evaluation criteria.

### 5.3.5 THE PUBLIC INFRASTRUCTURE COMMITTEE

*Period 01 July 2020-30 June 2021*

- ☐ His Worship the Mayor Mr Nagen **MOOTOOSAMY**
- ☐ The Deputy Mayor Mr Dooshiant **RAMLUCKHUN**
- ☐ Councillor Mr Vishnoo **GOPALOODOO, Chairperson**
- ☐ Councillor Mr Siam **SOOKUN, Vice-Chairperson**
- ☐ Councillor Mr Ashvin **BUKHORY**
- ☐ Councillor Mr Roobakrishnen **CANNOOSAMY PILLAY**

- ❑ Councillor Mr Ziyad Mohammed **GOOMANY**
- ❑ Councillor Mr Rajendra **ISRAM**
- ❑ Councillor Mr Guy Emmanuel **TROYLUKHO**

### **5.3.6 PUBLIC HEALTH COMMITTEE**

*Period 01 July 2020-30 June 2021*

- ❑ His Worship the Mayor Mr Nagen **MOOTOOSAMY**
- ❑ The Deputy Mayor Mr Dooshiant **RAMLUCKHUN**
- ❑ Councillor Mrs Soolekha **JEPAUL-RADDHOA**, Chairperson
- ❑ Councillor Mrs Usha Koontee Devi **SOUNDUR**, Vice-Chairperson
- ❑ Councillor Mrs Premila **GEERJANAN**
- ❑ Councillor Mrs Arline **KOENIG**
- ❑ Councillor Mr Balla Kisnah **RAMANJOOLOO**
- ❑ Councillor Mr Atmaram **SONOO**
- ❑ Councillor Mr Siam **SOOKUN**

### **5.3.7 WELFARE COMMITTEE**

*Period 01 July 2020-30 June 2021*

- ❑ His Worship the Mayor Mr Nagen **MOOTOOSAMY**
- ❑ The Deputy Mayor Mr Dooshiant **RAMLUCKHUN**
- ❑ Councillor Mr Guy Emmanuel **TROYLUKHO**, Chairperson
- ❑ Councillor Mrs Morganangi **AYACANOU**, Vice-Chairperson
- ❑ Councillor Mrs Soolekha **JEPAUL-RADDHOA**
- ❑ Councillor Mr Kevin **OCHIT**
- ❑ Councillor Mrs Marie Claire Myrella **SEVATHIANE -DANSANT**

☐ Councillor Mr Atmaram **SONOO**

☐ Councillor Mrs Usha Koontee Devi **SOUNDUR**

### 5.3.8 **ETHICS COMMITTEE**

*Period 01 July 2020-30 June 2021*

☐ His Worship the Mayor Mr Nagen **MOOTOOSAMY, Chairperson**

☐ The Deputy Mayor Mr Dooshiant **RAMLUCKHUN, Vice-Chairperson**

☐ Councillor Mrs Soolekha **JEPAUL-RADDHOA**

☐ Councillor Mr Vishnoo **GOPALOODOO**

☐ Councillor Mr Eric Louis **SALMINE**

## 6.0 **REMUNERATION OF COUNCILLORS**

As per the provisions of the Local Government (Remuneration of Councillors) Regulations 2016 effective as from 1<sup>st</sup> January 2016, monthly remuneration/allowances paid to the Mayor, the Deputy Mayor and Councillors are as follows:

	<b>Councillors as per functions occupied</b>	<b>Monthly remuneration paid to Councillors as per Local Government (Remuneration of Councillors) Regulations Reviewed after PRB report 2016</b>	<b>Monthly telephone allowance issued as prepaid cards</b>	<b>Monthly transport Allowance</b>
1	Mayor	Rs39,575	Rs2,000	Rs13,000 as petrol allowance
2	Deputy Mayor	Rs21,475	Rs1,500	Rs10.30/km mileage allowance covering from residence to Town Hall (to attend Council and other meetings)
3	Councillors who are members of the Executive Committee	Rs14,050	Rs1,000	
4	Councillors	Rs11,970	Rs500	
5	Councillors who are members of the Permits and Business Monitoring Committee	Rs 890 per sitting		

## **7.0 CORPORATE GOVERNANCE**

Corporate governance is about doing the right things in the right way according to law principles of sound governance, whilst ensuring that decisions are taken in a robust and fair manner and in line with existing laws and regulations and principles of ethics, whilst promoting high standard of transparency.

The Council has applied the rule of corporate governance in all its undertakings.

### **7.1 ETHICS AND INTEGRITY**

All employees are aware and are regularly reminded that they should abide by the code of ethics and conduct of public officials. There is a strong and viable organisational environment that reinforces and encourages the ethical and responsible conduct of employees which are supported by structures and processes put in place.

### **7.2 EFFICIENT INTERNAL AUDIT**

The internal audit function provides a good degree of internal assurance in relation to processes and systems. It ensures the completeness, accuracy and reliability of financial and operational process.

An annual audit programme was worked out at the start of the financial year to cover a wide array of activities of the Council strictly adhering to the relevant guidelines, best practices, controls, regulations and procedures with special focus on inherent risk areas.

#### **7.2.1 AUDIT COMMITTEE**

Upon the approval of the Ministry of Local Government and Disaster Risk Management, the Audit Committee was set up and composed of the following members:

Mr. Rajcoomar Seenauth	-	Assistant Chief Executive as Chairperson
Mrs. Sayed Hossen	-	Senior Librarian as Member
Mrs. L. Sunassee	-	Health and Safety Officer as Member
Mrs. M. Tilloo	-	OMA as Secretary

The Audit Committee submitted the following report to the Ministry of Local Government and Disaster Risk Management:-

1. The efficiency of the Street Lighting Section
2. The Management of Store Section
3. Trade Fees (debtors, defunct companies, scavenging fees and cessation of trade among others) from Public Health Department.
4. The Management of Booking System at the Welfare Department

### **7.3 REPORTING AND DISCLOSURE**

There is regular and informative reporting, both internally and externally, which is a pre-requisite for operational effectiveness. All issues regarding the organization are brought to the attention of the Council in a timely manner and all relevant information is presented in a clear and concise manner.

Financial and non-financial performance and other accountability information are also reported to the Council on a regular basis.

Meetings of the Council are held in public, there is thus a high level of transparency to the public, and compliance with laws and regulations governing the Municipal Council.

### **7.4 EFFICIENT INTERNAL CONTROL**

There is an effective internal control system acting on operations which is reflected by an elaborate reporting to enhance transparency and accountability.

### **7.5 BUDGETING, FINANCIAL MANAGEMENT PERFORMANCE MEASUREMENT**

The Council has according to the Local Government Act 2011 established an annual Performance Based Budgeting process, indicating clearly how the resources allocated will be used thus linking to measurable objectives encouraging a clearer vision, enabling proper forward planning to take place and facilitating the best longer-term use of resources.

To ensure efficient and effective use of resources, relevant financial and non-financial performance measures have been established to measure the Key Performance Indicators

(KPIs) which provide a useful management and accountability tool, to ensure and demonstrate the efficient and effective use of resources.

## **7.6 EXTERNAL AUDIT**

The accounts of the Council are audited each year by the National Audit Office. Much care is given by Management to follow the recommendations made in the Management Letter, with a view to enhancing efficiency and effectiveness.

## **8.0 THREATS AND CHALLENGES**

Local government is in the front line of service delivery. Citizens have become more and more demanding and necessary resources are required to provide services and facilities to their satisfaction

### **8.1 CHALLENGES:**

#### **Arrears of Revenue**

Recovery of arrears is cumbersome and time consuming due to:

- (a) Lack of timely information on change of ownership
- (b) Debts are time barred hence resulting from loss of revenue
- (c) Lengthy and costly procedures through private attorneys
- (d) Clearances and certificates are no longer required for transfer of properties.

#### **Capital Expenditure**

##### **Drains**

The provision of drains in the township is a major concern for both the Council and the Government.

A drainage system project is being implemented through funding from the Local Development Project and National Development Unit. With the recent flash floods in the country, the regions of Quatre Bornes were also affected. The Council has injected more capital in the construction, care and maintenance of drains.

## **Services**

It is a challenge for the Council to maximize satisfaction of citizens by providing an efficient service and attending to complaints within 48 hrs. Hence, an information and Service Centre has been set up for that purpose.

A citizen charter has been set up for that purpose. The Municipal website has been enhanced to facilitate communication with the citizens.

### **8.1.1 FINANCIAL CONSTRAINT**

With the Covid-19 Pandemic and Lockdown in the country, the economic activities have slowed down drastically in the country, which led to cuts in the budget of the Council.

The total grant in aid formula does not reflect the real needs of the Council and have to be reviewed to allow for more realistic funding of municipal services taking into consideration the following: -

- the level and volume of services being provided to the inhabitants;
- the need for proper maintenance of assets put at the disposal of the Council by the NDU or other funding agencies
- the surface of the administrative area
- the commercial base of the area
- good governance rating of the Local Authority
- the real staffing requirements of the Council.
- Adequate human resource planning and budgeting
- Emphasis on training to enable the human resource of the Council not only to keep abreast with changes but also to increase their knowledge and competence to meet the challenges facing local government.

### **8.1.2 STRENGTHS**

1. The Council is headed by a dedicated team consisting of the Mayor, Deputy Mayor and councillors who takes decision and makes policies for the welfare and betterment of the life of residents of the town.

2. Quatre Bornes is a fast moving and modern town growing mostly in height and there has been in recent years a major increase in commercial development with the setting up of the cyber city at Ebene.
3. Quatre Bornes Market is also well known for its fairs and mostly the haberdashery fairs of Thursdays and Sundays which attracts not only inhabitants of Quatre Bornes but Mauritians from all over the island and also tourists.
4. The town is strategically located and with the implementation of the Metro Express Project, we can expect more people will visit the town, its market and fairs activities which are very much praised.

### **8.1.3 WEAKNESSES**

Our weaknesses are mostly related to the lack of staff and finance. With the limited financial resources, it is difficult to meet the increasing demand for infrastructure and environment maintenance requirements. We have more than 600 new developments in the town every year and this puts additional pressure on our services.

1. Several vacant posts are not being filled thus this may have a negative impact on the services provided to inhabitants.
2. Staff mobility within Councils.
3. Traffic jams more specifically in the morning and afternoon in the town centre with the construction of Metro Express Project along St. Jean Road, Quatre Bornes.
4. Our limited capacity to increase the revenue base of the Council given that our internally generated revenues are mostly inelastic.
5. With the emergence of the Covid-19 Pandemic, there are many variants to which the people were easily infected and many among the employees of the Council were contaminated and this affected the service of the Council.

### **8.1.4 OPPORTUNITIES**

The Council has a team of dedicated experienced and multi-skilled personnel who strive to better the quality of service provided to the public within the available means. There is good internal communication within the organization.

1. The town is expanding and is attracting more and more residents and investors.
2. The Ebene Cybercity is located within the township

3. New roads network and more specifically the Terre Rouge Verdun Link road extension has made Quatre Bornes more accessible to both the Northern and Eastern part of the island.
4. Use of framework agreements to minimise procuring cost of certain goods
5. Composting and segregation of waste to reduce load of wastes transported to landfill stations
6. The sewerage works in the town is reaching completion and has thus improve sanitation within the township.
7. With the implementation of the Metro Express Project which is in operation since June 2021, this is a real opportunity to inhabitants of Quatre Bornes using this means of public transport.

#### **8.1.5 THREATS**

1. Reduction in the grants provided to the Council by the Central Government.
2. Proliferation of illegal hawkers in the township
3. Traffic jams and absence of parking spaces facilities within the township.
4. Increase of prices which may affect our cost structure.

## 9.0 STRATEGIC NOTE

### 9.1 MAJOR ACHIEVEMENTS FOR FINANCIAL YEAR 2020/2021

S.N	Title of Project	Estimated Cost (Rs)
1	Cleaning of Drains	732,067.00
2	Construction of Drains and Absorption Drain	3,200,000.00
3	Upgrading of Guy Rozemont Stadium & Embellishment of Cremation Grounds	2,600,000.00
4	Supply and Laying of Artificial Turfing at Belle Rose, Kennedy & Pere Laval	581,000.00
5	Construction of New Roads Within the Township of Quatre Bornes (LDP 20/21)	3,400,000.00
6	Resurfacing of Roads Within the Township of Quatre Bornes (LDP 20/21)	5,800,000.00
7	Upgrading of Sodnac Children Playground - Artificial Turfing (LDP 2020/2021)	826,993.75
8	Upgrading of Pellegrin Children Playground - Artificial Turfing (LDP 2020/2021)	537,280.00
9	Upgrading of Res Beau Sejour Children Playground - Artificial Turfing (LDP 2020/2021)	406,272.00
10	Construction of New Roads Within the Township of Quatre Bornes (ERP)	4,500,000.00
11	Resurfacing of Roads Within the Township of Quatre Bornes (ERP)	8,200,000.00
12	Resurfacing of Roads Within the Township of Quatre Bornes (GF)	10,000,000.00
13	Cleaning and Painting of External Facades of Belle Rose Municipal Complex - ERP	1,125,637.25
14	Embellishment of Multipurpose Complex at Mgr Leen and Upgrading of Bassin Jogging Track -ERP	2,714,683.54
15	Supply and fixing of roof netting at St Jean Mini Soccer Pitch	122,590.00
16	Supply and fixing of heavy duty cushions around electrical poles at St Jean Mini Soccer Pitch -ERP	24,380.00
17	Supply and fixing of 2 goal posts at Palma Social Hall -ERI	46,000.00
18	Supply and fixing of 1 pair volleyball post at Navin Soonarane Sports Complex Ebene -ERP	38,640.00
19	Supply and fixing of Badminton post at Palma Wellness Centre - ERP	21,850.00
20	Supply and fixing of Badminton post at Mgr Leen Multipurpose Complex -ERP	21,850.00
21	Infrastructural works at Res Kennedy Sports Complex -ERP	420,000.00
<b>TOTAL</b>		<b>45,319,243.54</b>

## **9.2 MAJOR SERVICES PROVIDED**

### **OPERATIONAL AND SERVICE DELIVERY PLAN**

There are five programmes under the Programme Based Budget as follows:

#### **Programme 1: Policy and Management of the Council**

PROGRAMME: 1 - Policy and Management of the Council

- Implementation of Council's decisions.
- Delivery of Programmes as laid down in the Programme - Based Budget.
- Collection of revenue including arrears

#### **Programme 2: Provision and Maintenance of Community Based Amenities**

- Construction, care and maintenance of non-classified roads.
- Construction, care and maintenance of drains.
- Installation and maintenance of Street lighting points.
- Road marking and replacing and maintaining traffic signs.
- Maintenance of Council's assets e.g buildings, sports infrastructure, etc.
- Implementation of key infrastructure

#### **Programme 3: Development control within the Council's Area**

- Issue of building and land use permits
- Dissemination to citizens of guidelines relating to issue of permits.
- Ex Post Control

#### **Programme 4: Sound and Healthy Conditions in the Council's Area**

- Refuse collection and their disposal.
- Cleaning of public places including bare lands.
- Rodent and pest control.
- Information/Education and Communication (IEC) campaigns to local community.

## **Programme 5: Promotion of Sports, Welfare, Education and Cultural Development**

- Organisation of Cultural and Social activities.
- Organisation of Sports activities and support to sports clubs.
- Support to other clubs and associations.
- Managing pre - primary schools.
- Provision of educational, IT and literary and other facilities.
- Consolidation of centralised and decentralised library facilities.

### **9.2.1 PROGRAMME: 1 - POLICY AND MANAGEMENT OF THE COUNCIL**

Priority objectives for this programme

- Ensure that Municipal services are provided to the satisfaction of citizens.
- Ensure that resources allocated to Departments are used judiciously.
- Ensure that Council's policies are formulated and implemented within the framework of the Local Government Act and other laws.
- Exercise sound administrative and financial control.
- Close monitoring of expenditure.

#### **9.2.1.1 ADMINISTRATION DEPARTMENT**

The Administration Department is the nerve centre of the Municipal Council and has as prime responsibility to coordinate activities of the different departments of the Council as well as exercise administrative and financial control with a view to ensuring efficiency, effectiveness, productivity and sound financial management.

Being the secretariat of the Council, the Administration Department implements all decisions taken by the Council and ensures that all meetings are held within the prescribed delay as required by law. The Chief Executive is the head of the administration and is assisted by one Deputy Chief Executive and two Assistant Chief Executives in the carrying out of his duties.

The Administration Department comprises the following sections:

- The Human Resources Management Section
- Committee Section
-

- Internal Audit Section
- Information Technology Section
- Registry
- Receptionist and complaint and Citizen Support Unit (CSU)
- Library Section
- Legal Section

### **9.2.1.2 LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE**

Disaster Risk Management is the application of disaster risk reduction policies and strategies, to prevent new disaster risks, reduce existing disaster risks, and manage residual risks, contributing to the strengthening of resilience and reduction of losses.

Though the Government at all institutional levels are involved in disaster management, the role and activities of local authorities are particularly critical. Having profound knowledge about the area and community, the Municipal Council plays an important role before, during and after the disaster.

The Council's Disaster Risk Reduction and Management Section with the collaboration of other Departments overlook all disaster risk reduction and management activities like: -

1. Cleaning, maintenance and rehabilitation of drains, river, canals and rivulets.
2. Construction of new drains in flood prone areas.
3. Identification of flood prone areas.
4. Sensitization and awareness campaigns regarding disaster risk.
5. Enforcement of legal provisions regarding illegal dumping and illegal constructions along rivers, canals and drains and their vicinities.

#### **Local Disaster Risk Reduction and Management Committee**

The Municipal Council of Quatre Bornes has met several times under the Chairpersonship of His Worship the Mayor, Mr. Nagen MOOTOOSAMY in the Local Disaster Risk Reduction & Management Committee.

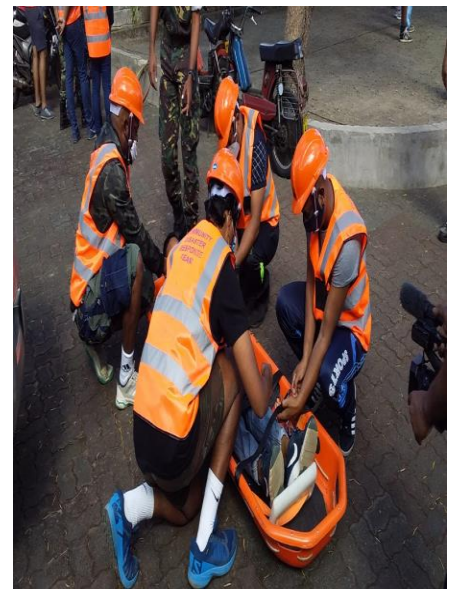
### TRAINING - Community Disaster Response Programme

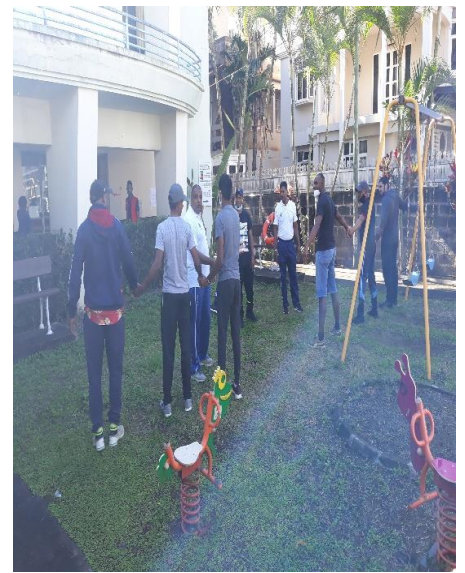
The Community Disaster Response Programme (CDRP) aims at:

- (a) training volunteers by initiating them to basic safety and rescue techniques;
- (b) enhancing a culture of risk reduction within the population; and
- (c) building the capacity of the community to respond to emergency situations/disasters.

When emergencies occur, the trained community members are expected to provide immediate assistance to victims, give critical support to responding authorities and organise spontaneous volunteers at a disaster site.

### Community Disaster Response Programme from 15 -17 July 2020 at Nelson Mandela Municipal Complex





### **SIMULATION EXERCISE HELD DURING THE TRAINING AT SEENEEVASSEN AVENUE**

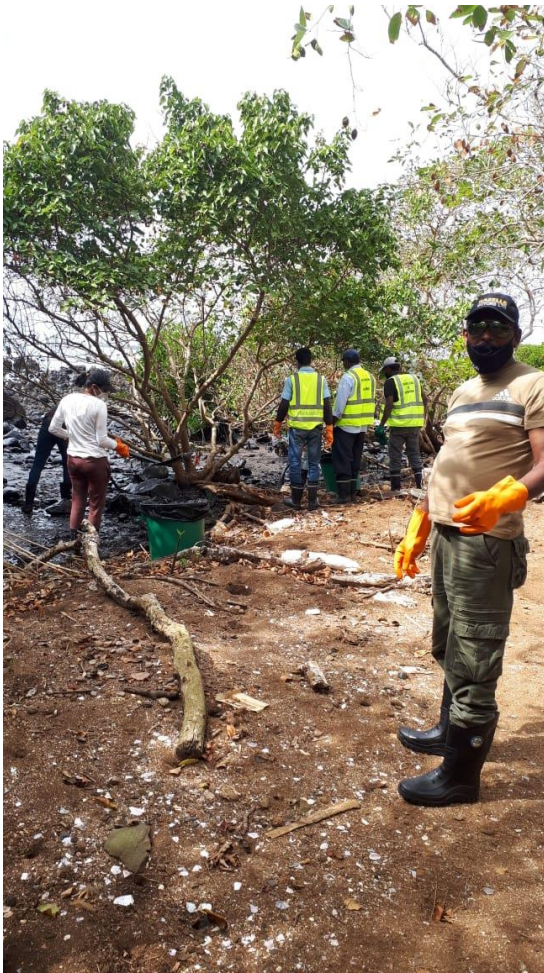




**THE COMMUNITY DISASTER RESPONSE TEAM OF MUNICIPAL COUNCIL OF QUATRE BORNES**



## COUNCIL'S PARTICIPATION DURING MV WAKASHIO OIL SPILLAGE

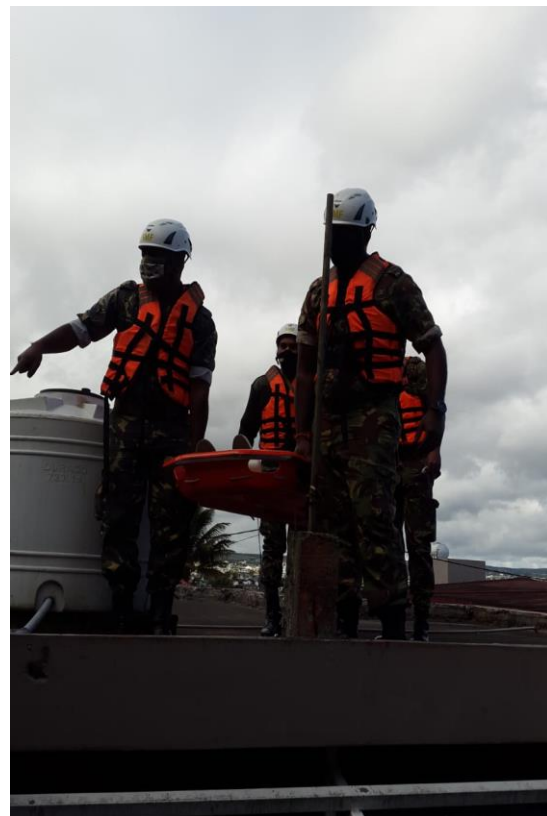


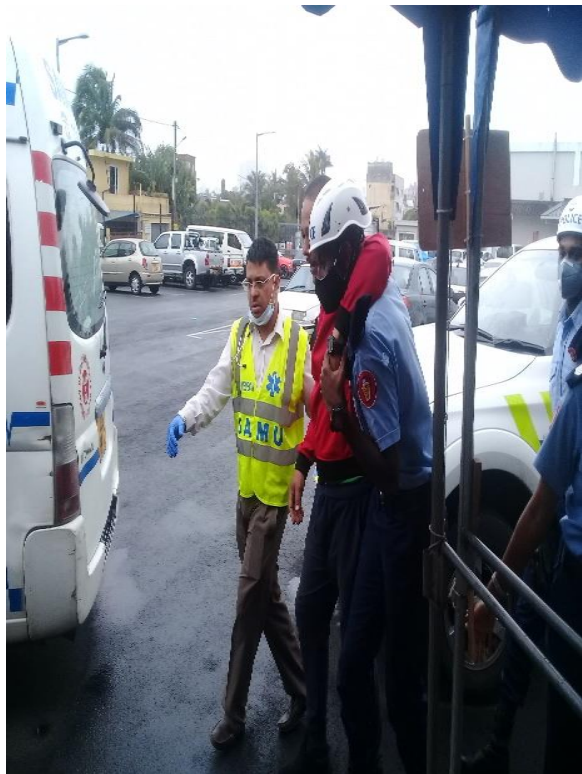
### SIMULATION

**Simulation exercises play an important role in promoting a culture of disaster risk reduction including enhanced preparedness for effective response and simultaneously prepare the communities.** Systems, emergency procedures, contingency plans, response mechanisms, and equipment are tested during these exercises. They contribute to team building and evaluating response skills. Challenges faced during a crisis, ranging from coordination and security to administrative and technical difficulties, can be reduced by regular simulation exercises.

## **SIMULATION EXERCISE HELD ON 07 AUGUST 2020**

The Local Emergency Operation Command was activated for a simulation exercise on Landslide and Flooding along Lallbahadoor Shastri Avenue, SSR Avenue, Candos and La Louise, Quatre Bornes







### 9.2.1.3 MANAGING OUR HUMAN RESOURCES

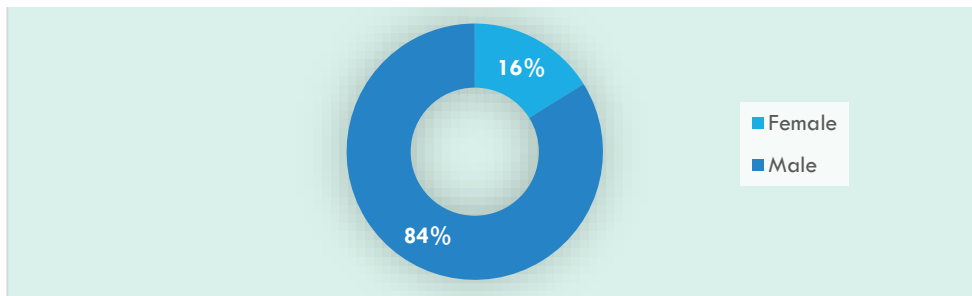
The Human Resource Management Section plays a vital role as the Council relies on its human resources to ensure the most efficient and effective delivery of services to the inhabitants.

The Human Resource Section also deals amongst others with all industrial relation, staff discipline, appointments and retirement of Council's employees in accordance to the relevant laws as well as regulations in force.

It also caters for the training needs of employees as well as looks into the Health and Safety requirements of different grades of workers during their day-to-day activities as stipulated in the Occupation Safety and Health Act.

### GENDER

There were 592 male employees and 114 female employees in post on the establishment of the Council as at 30 June 2021.



#### ***LIST OF OFFICERS APPOINTED FROM JULY 2020 TO JUNE 2021***

POST	TOTAL	REMARKS
Chief Electrician	1	Internal Recruitment
Chief Painter	1	Internal Recruitment
Carpenter	1	Internal Recruitment
Mason	2	Internal Recruitment
	<b>5</b>	

#### **9.2.1.4 LIBRARY SECTION**

The library was originally set up in 1948, with some 800 volumes of ‘Mauritiana’ books, i.e. books published by local authors. It was officially converted into a public library on 19 May 1949. The public was allowed access to its collections for the first time on 1st September 1949.

In September 1979, the ‘Commission Mixte Franco-Mauricienne’ held in Paris approved the financing of a new library project formulated by the Municipality of Quatre Bornes. In 1981, a ‘Convention de financement’ was signed between the French government and the Government of Mauritius to construct a new library building of 8,000 sq.ft with four separate sections: Reference, Periodicals, Children and Adult Lending. The library personnel comprised of ten officers and auxiliary staff.

On 7 July 1986, the new library, The Simone de Beauvoir Library was inaugurated by His Excellency the French Ambassador, Mr Philippe Petit and the then Mayor Dr. Prem Nababsing.

#### **MISSION AND VISION**

The library provides access to a wide range of books and periodicals. We aim at offering equal and easy access to all existing services and facilities for the purpose of education, culture, research, information and leisure.

- To provide a library for intellectual and personal enrichment
- To empower users in the information age.
- To be a dynamic centre for knowledge and lifelong learning

## **Services**

The Library provides its services at The Simone de Beauvoir library (Town Hall), The Sodnac Branch Library, and in the four reading points located at Palma, Bassin, Résidence Kennedy, Résidence Père Laval, and an Internet corner at Résidence St Jean.

The services offered by the Library are:-

- Lending (Books and Periodicals)
- Children's Library,
- Reference room
- Mauritiana
- Magazines and Newspapers,
- Internet facilities at the Simone de Beauvoir Library, Sodnac Branch Library, Residence Père Laval Reading Point, Bassin Reading Point and Residence St Jean.
- Photocopy facilities.

## **COVID 19 Pandemic impact on the Library**

Mauritius went back to a second lockdown on 10 March 2021 at 6.00 am local time, initially until 25 March 2021 but subsequently extended until 30 April 2021 due to the resurgence of local cases in Mauritius.

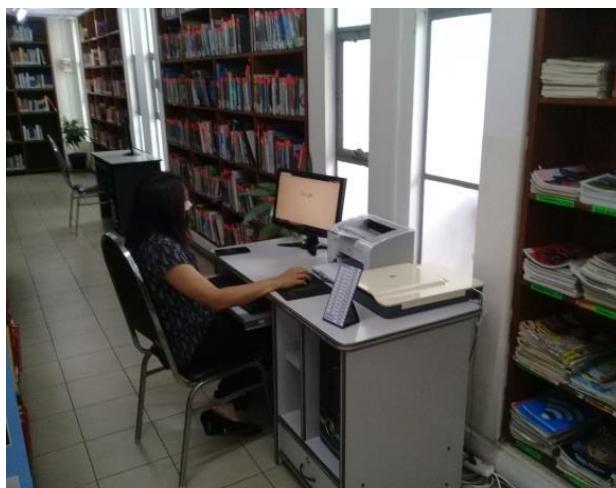
However with the extension of the lockdown period, the library was closed, and was reopened to the public on the 03 May 2021, with all sanitary measures respected.

From the 5 to 9 July 2021, the library and its annexes were closed due to the fact that the Library employees went on self-isolation due to the Covid-19.

With the Covid-19 impact worldwide, this has considerably impacted on the number of books and international magazines.

### **Bookworms, silverfish, woodborers, paper beetles in the Library Material**

With the problem of bookworms, silverfish, woodborers, paper beetles, discovered in the books of the library since the 07 May 2021, the library and its annexes have remained closed, awaiting for a fumigation process to be carried out. However on the 02 August 2021, the annexes (Sodnac Branch Library, Palma, Bassin, Residence Kennedy and Residence Pere Laval were opened to the public.





## Closing of the Sir Satcam Boolell Mediatheque (Belle-Rose) and Berthaud Reading Point

At its Council Meeting of 28 July 2020, the Council took the decision to close the Sir Satcam Boolell Mediatheque and of the Berthaud Reading Point due to its underutilisation.

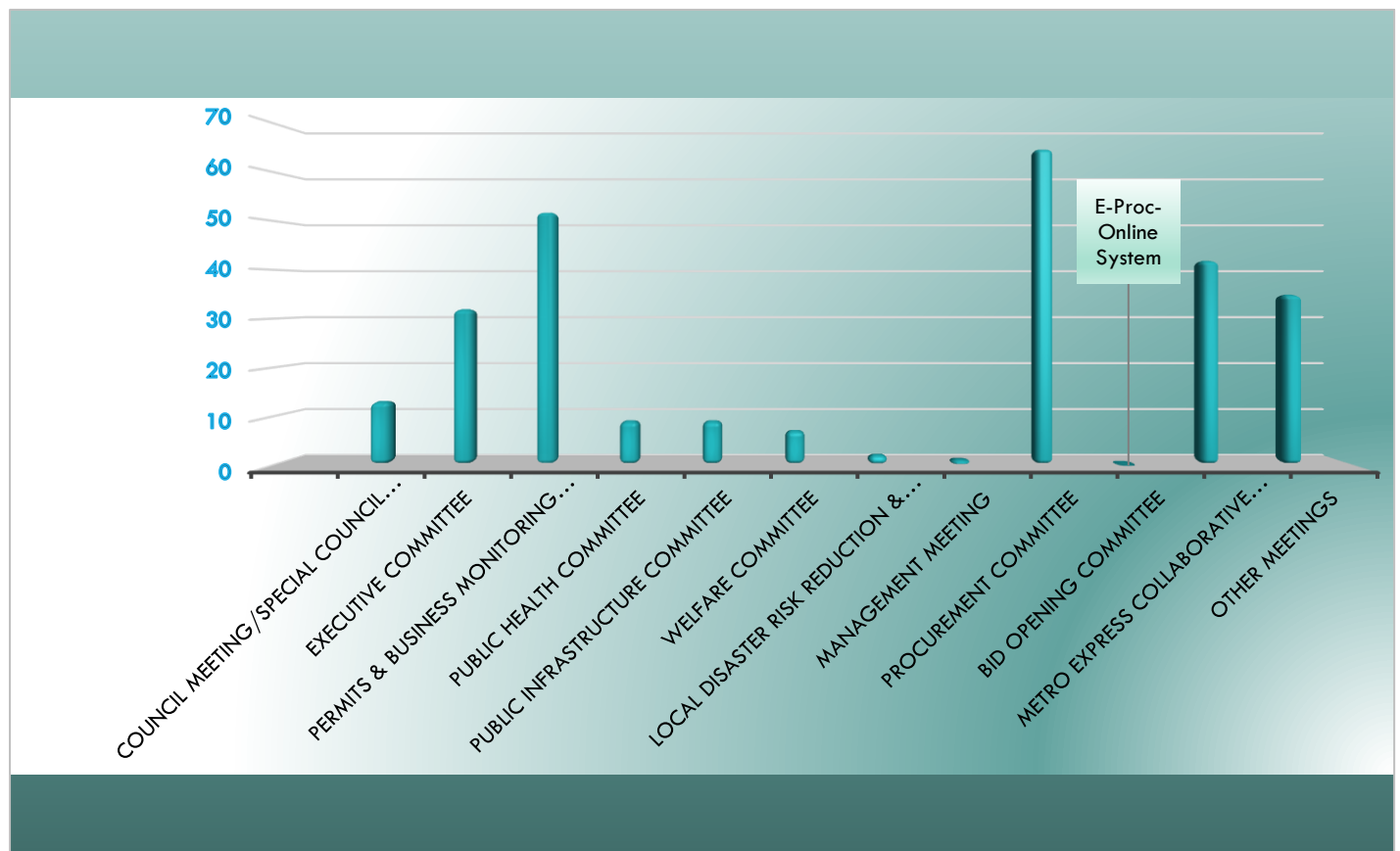
The statistics for period 1 July 2020 to 30 June 2021 for the library section is listed hereunder, with a retrospective of past years

		1 <sup>st</sup> July 2017- 30 June 2018	1 <sup>st</sup> July 2018 - 30 June 2019	1 <sup>st</sup> July 2019- 30 June 2020	1 <sup>st</sup> July 2020 to 30 June 2021
1	Number of library users (patrons)	5898	6383	6617	9713
2	No. of subscribers (active)	1377	3479	3517	5980
3	No. of new Subscribers	428	235	395	306
4	No. of periodicals	40	40	57	25
5	No. of local newspapers	14	14	14	14
6	No. of books acquired	1156	1039	680	422

## 9.2.1.5 COMMITTEE SECTION

### NUMBER OF COMMITTEES HELD FOR FINANCIAL YEAR 2020/2021

SN	Committee	Number
1.	Council Meeting/Special Council meeting	13
2.	Executive Committee	32
3.	Permits & Business Monitoring Committee	52
4.	Public Health Committee	9
5.	Public Infrastructure Committee	9
6.	Welfare Committee	7
7.	Local Disaster Risk Reduction & Management Committee	2
8.	Management Meeting	1
9.	Procurement Committee	65
11.	Bid Opening Committee	E-Proc – Online System
12.	Metro Express Collaborative Coordination Meeting	42
13.	Other Meetings	35



### 9.2.1.6 FINANCE DEPARTMENT

The Finance Department is responsible amongst others for:

- the collection of all revenues accruing to the Council and for effecting all payments including salaries to its employees
- effecting all purchases of the Council
- preparing the yearly Estimates and yearly Financial Statements for submission to the Ministry and the Audit Department respectively
- the overall financial administration of the Municipal Council and providing financial advice, financial information and exercises financial control on all financial transactions

There are three sections in the Finance Department:

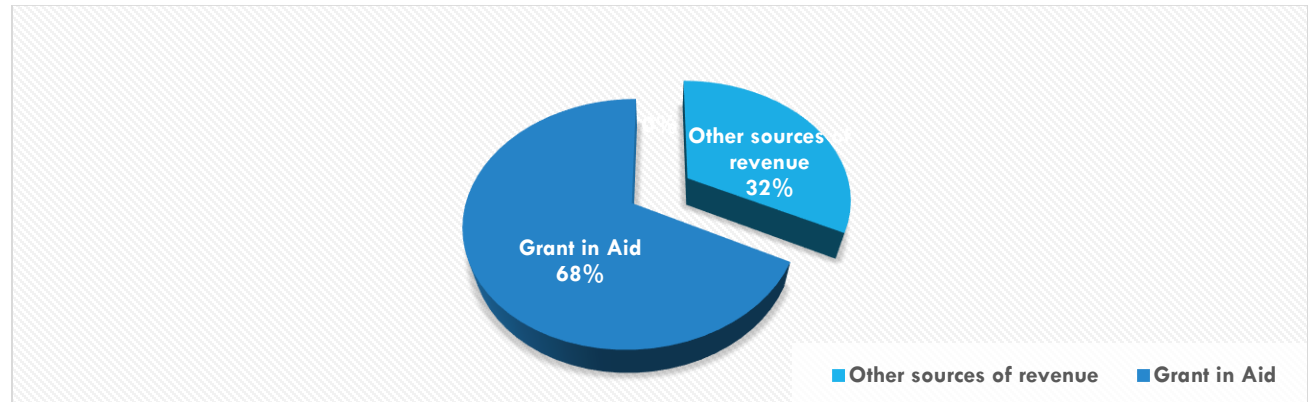
- Establishment - Payroll
- Income
- Expenditure

The activities of the Municipal Council are financed from:

- Grant in Aid
- Own source of revenue

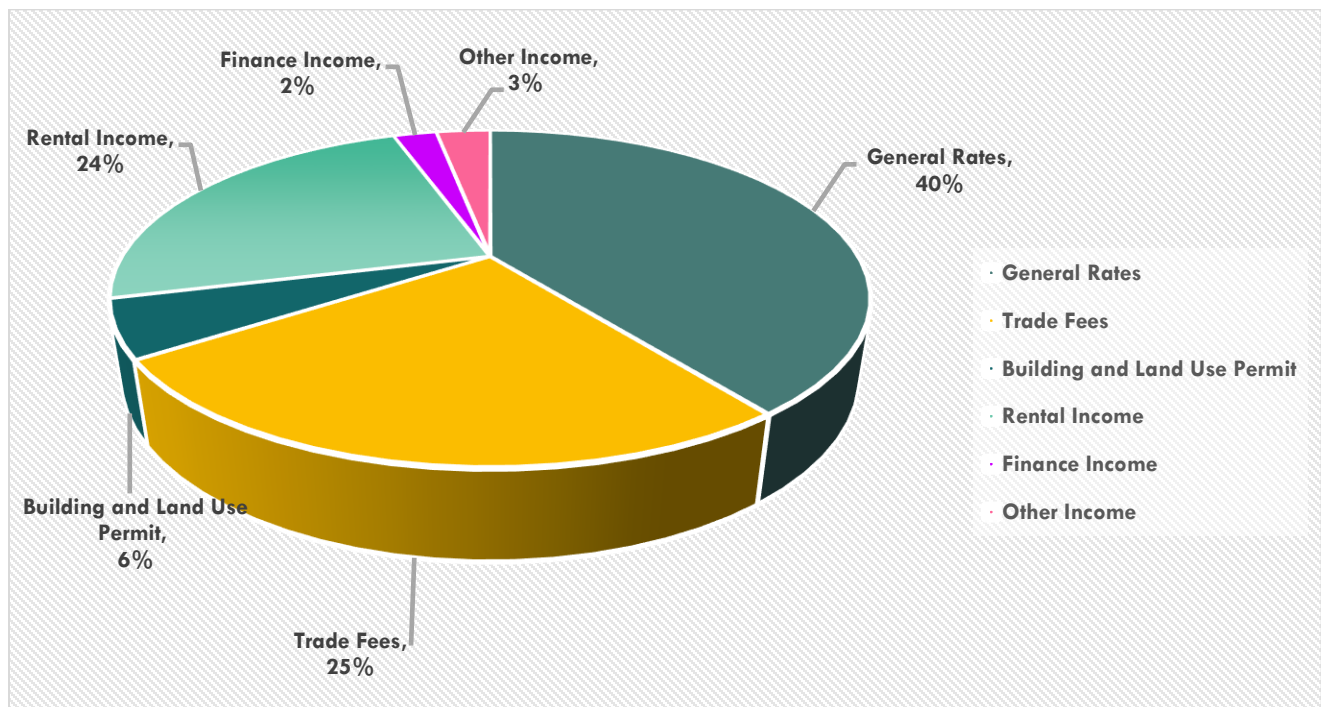
### 9.2.1.7 GRANT IN AID

An amount of **Rs 252,877,530** has been received as grant in aid from the Government for Financial year 2020/2021 to meet part of the recurrent expenditure of the Council which represents **68 %** of the total revenue.



### 9.2.1.8 OTHER SOURCES OF REVENUE

The main sources of revenue of the Council come from general rates, trade fees from economic operators, rentals and fees from markets, fairs and Building and Land Use Permit fees.



### 9.2.1.9 CLASSIFIED TRADES

Any person wishing to carry out a classified trade shall

- Register with the Registrar of Companies;
- Apply and obtain a Building and Land Use Permit (where applicable) at the Planning and Land Use Department of Council; and
- Pay the relevant fees to the Council prior to start a commercial activity.

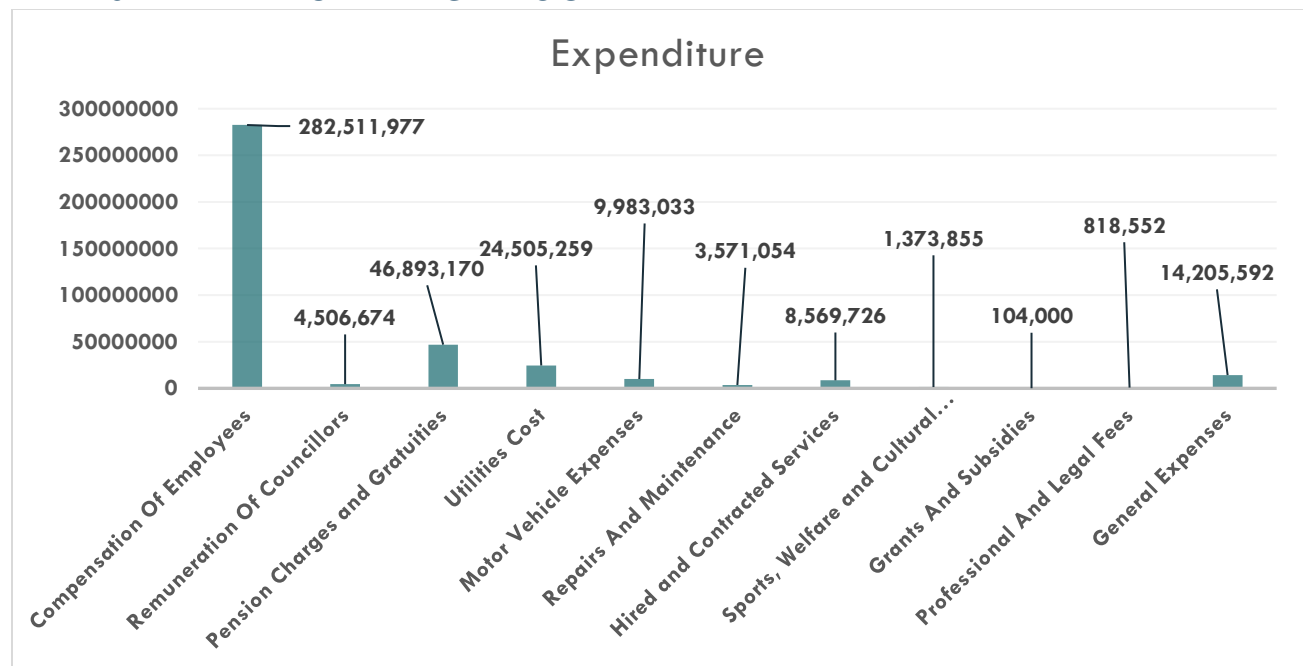
The payment of fees, dues and charges in respect of classified trades shall be due by the 1 January of that year and shall be payable

- (i) within 15 days of the start of a classified trade; and
- (ii) thereafter in respect of every subsequent financial year in two equal installments, the first one on or before 31 July and the second on or before 31 January next year ensuing.

A surcharge of 50% shall be leviable on any amount not paid within the period specified above.

However, as from January 2020 onwards, payment of trade fees are done at the Registrar of Companies as per the Local Government (Fees) Regulations 2019, published in Government Notice 252 of 2019.

### 9.2.2.0 EXPENDITURE BY CATEGORY



### 9.2.2.1 INTERNAL AUDIT PLAN PERIOD 01 JULY 2020- 30 JUNE 2021

Under the responsibility of the Chief Executive Department, the Internal Control and Internal Audit are vital elements of good financial management of the Council activities to ensure that:

- Appropriate procedures, practices and controls are operating in the Council to achieve departmental objectives by preventing errors, waste and extravagance;
- All Council's assets are properly safeguarded;
- All records are adequate and reliable;
- All sums voted are spent in accordance with the Council's approval and recommendations and comply with laws, regulations and instructions;
- All revenues laid down by law and regulations are promptly collected and accounted for;
- Spot checks are made when required i.e before approving any payment on capital projects;
- Reporting on Internal Audit findings are made to the Accounting Officer for remedial action to be taken.

Hereunder is the Audit Areas covered for the Financial Year 2020-2021

#### **ANNUAL AUDIT PLAN**

#### **WEEKLY / MONTHLY – PAYROLL**

I.	FINANCIAL CONTROLLER
1	Salaries Allowance
2	Overtime
3	Travelling
4	Acting / Assignment
5	Other Allowances : BEC, PBMC, Procurement Cttee, Court etc.
6	New Recruits
7	Councillors
8	Bank Transfer
9	Absences
10	Retired Association – FPS
11	Other Deductions: Overpayments, Car Loan etc.
12	Payroll Reconciliation
13	Employers Contributions
14	Car Loan
15	Payroll Reconciliation
16	Bank Payment for Payroll

<b>17</b>	Order on Financial Controller's for Payroll
<b>18</b>	Order on Financial Controller's for Councillors
<b>19</b>	PENSION - LA Shares to Sicom

<b>II.</b>	<b>CHIEF EXECUTIVE'S DEPT</b>
<b>1</b>	Mileage Allowance
<b>2</b>	Overtime
<b>3</b>	Passage Benefit
<b>4</b>	Sick / Vacation Leave & Passage Benefits on Retirement
<b>5</b>	Retirement Benefits & Gratuity

<b>III.</b>	<b>WELFARE DEPT</b>
<b>1</b>	Overtime
<b>2</b>	Site to Site Travelling

<b>IV.</b>	<b>LIBRARY DEPT</b>
<b>1</b>	Overtime
<b>2</b>	Site to Site Travelling

<b>V.</b>	<b>PLANNING DEPT</b>
<b>1</b>	Mileage Allowance
<b>2</b>	Overtime

<b>VI.</b>	<b>WORKS DEPARTMENT</b>
<b>1</b>	Mileage Allowance
<b>2</b>	Overtime
<b>3</b>	Site to Site Travelling

<b>VII.</b>	<b>HEALTH DEPT</b>
<b>1</b>	Mileage Allowance
<b>2</b>	Overtime
<b>3</b>	Site to Site Travelling

#### **WEEKLY/ MONTHLY – PAYMENTS**

<b>I.</b>	<b>FINANCIAL CONTROLLER</b>
<b>1</b>	Purchase Orders
<b>2</b>	Service Orders
<b>3</b>	Order on Financial Controller's for Purchase & Service Orders
<b>4</b>	Bank Payment for Suppliers / Contractors
<b>5</b>	Imprest / Petty Cash
<b>6</b>	Deposit BLP CEB / CWA / WWMA

<b>II.</b>	<b>CHIEF EXECUTIVE'S DEPT</b>
<b>1</b>	Passage Benefit
<b>2</b>	Sick / Vacation Leave & Passage Benefits on Retirement
<b>3</b>	Retirement Benefits & Gratuity
<b>4</b>	Service Orders
<b>5</b>	Reporting
<b>III.</b>	<b>WELFARE DEPT</b>
<b>3</b>	Service Orders
<b>4</b>	Refund of Deposit
<b>a</b>	— Social Halls
<b>b</b>	— Reception Halls
<b>c</b>	— Bus
<b>5</b>	Imprest / Petty Cash
<b>IV.</b>	<b>LIBRARY DEPT</b>
<b>1</b>	Service Orders
<b>2</b>	Refund of Deposit
<b>V.</b>	<b>PLANNING DEPT</b>
<b>1</b>	Service Orders
<b>VI.</b>	<b>WORKS DEPARTMENT</b>
<b>1</b>	Site to Site Travelling
<b>2</b>	Service Orders
<b>3</b>	Spare Parts – MRS
<b>4</b>	<b>Capital Projects</b>
	— Resurfacing Roads / Lanes
	— Construction New Roads/Lanes
	— Construction / upgrading of Drains
	— Building & Amenities
	— Minor Works
<b>VII.</b>	<b>HEALTH DEPT</b>
<b>5</b>	Service Orders

### **YEARLY AUDIT PLAN**

<b>I.</b>	<b>FINANCIAL CONTROLLER</b>
<b>1</b>	Stocktaking – Store
<b>2</b>	Stocktaking – Non-Store
<b>3</b>	Bonus – Employees
<b>4</b>	Bonus – Pensioners
<b>5</b>	Increment
<b>6</b>	Compensation – Employees
<b>7</b>	Compensation – Pensioners
<b>8</b>	Uniform Allowances
<b>9</b>	Leaves: Casual / Vacation /Sick
<b>10</b>	Unutilised Sick Leave

<b>II.</b>	<b>CHIEF EXECUTIVE'S DEPT</b>
1	Leaves: Casual / Vacation /Sick
2	Prepare Annual Audit Plans
3	Prepare Individual Audit Assignments
4	Plan programme of Internal Audit work on a Yearly & Monthly basis
5	Update Working Paper Files
6	Monitor Audit Work with Audit Plan
<b>III.</b>	<b>WELFARE DEPT</b>
2	Leaves: Casual / Vacation /Sick
<b>IV.</b>	<b>LIBRARY DEPT</b>
1	Leaves: Casual / Vacation /Sick
<b>V.</b>	<b>PLANNING DEPT</b>
1	Leaves: Casual / Vacation /Sick
<b>VI.</b>	<b>WORKS DEPARTMENT</b>
1	Leaves: Casual / Vacation /Sick
<b>VII.</b>	<b>HEALTH DEPT</b>
1	Leaves: Casual / Vacation /Sick
2	Drawing of Lots

#### **9.2.2.2 PROGRAMME 2 PROVISION AND MAINTENANCE OF COMMUNITY- BASED INFRASTRUCTURE AND AMENITIES**

Priority objectives for this programme:

- Ensure the useful life of community-based infrastructure is enhanced.
- Reduce flooding areas and ensure proper evacuation of running water through the construction and maintenance of drains.
- Provision of well accessed non-classified roads with traffic signs and proper road marking.

#### **9.2.2.3 THE PUBLIC INFRASTRUCTURE DEPARTMENT**

The Public Infrastructure Department is responsible amongst others for the following services:

- Construction and Maintenance of Non-Classified Roads
- Construction and Maintenance of drains along Non-Classified Roads
- Fixing and Maintenance of Street Lighting, Traffic Signs and Street Name Plates
- Construction and maintenance of Green Spaces, Gardens and Playgrounds
- Fixing of Decorations for social, sports and religious activities

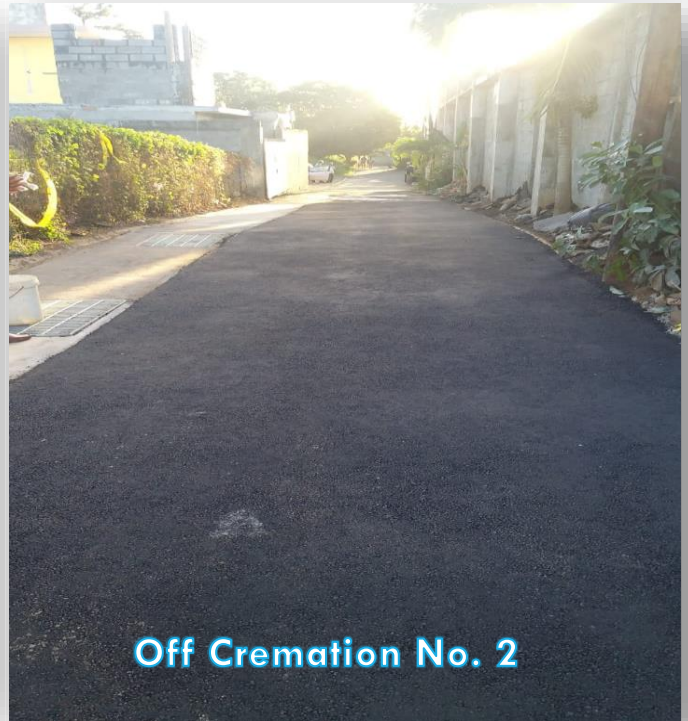
- Maintenance of Buildings, Markets, Cemeteries, Traffic Centres
- Design and Manage Building and Civil Engineering Projects undertaken by in-house labour or contracted services and to ensure adequate maintenance of existing assets.

The Head Public Infrastructure Department advises the Council on engineering matters and the implementation and application of the relevant legislations including the Roads Act, the Building Control Act and the Local Government Act; etc.

### **Construction of Drain and Absorption Drain within the Township of Quatre Bornes**



Off Candos



Off Cremation No. 2

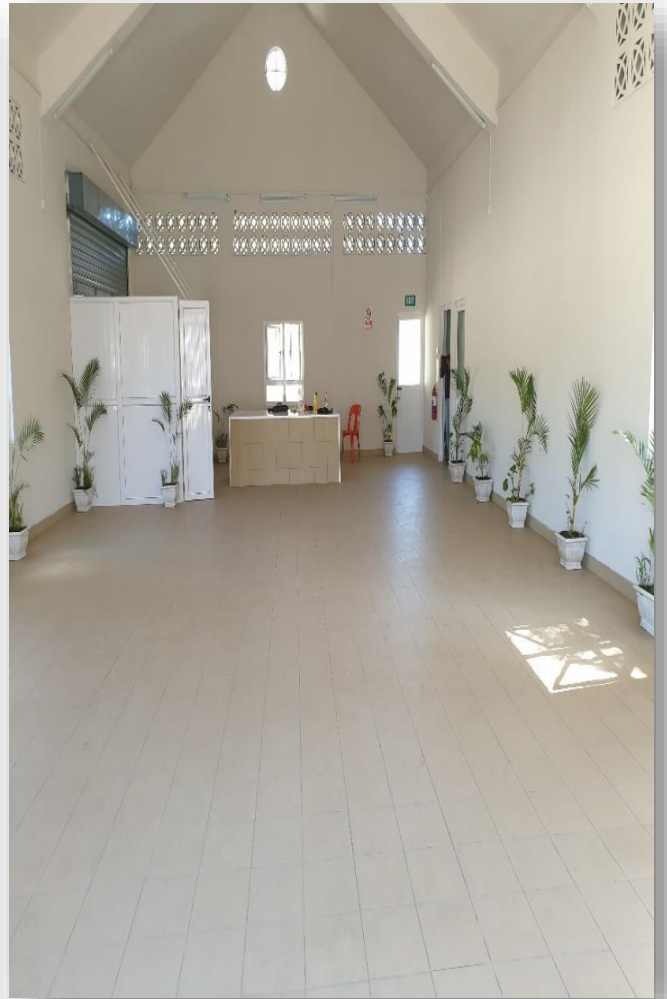


Antelme Avenue



Jaylall Avenue

## Upgrading of Guy Rozemont Stadium & Embellishment of Cremation Grounds



## Supply and Laying of Artificial Turfing at Belle Rose, Kennedy & Pere Laval



Belle Rose Kindergarten



Pere Laval Kindergarten



Residence Kennedy Children Playground

## Construction of New Roads Within the Township of Quatre Bornes



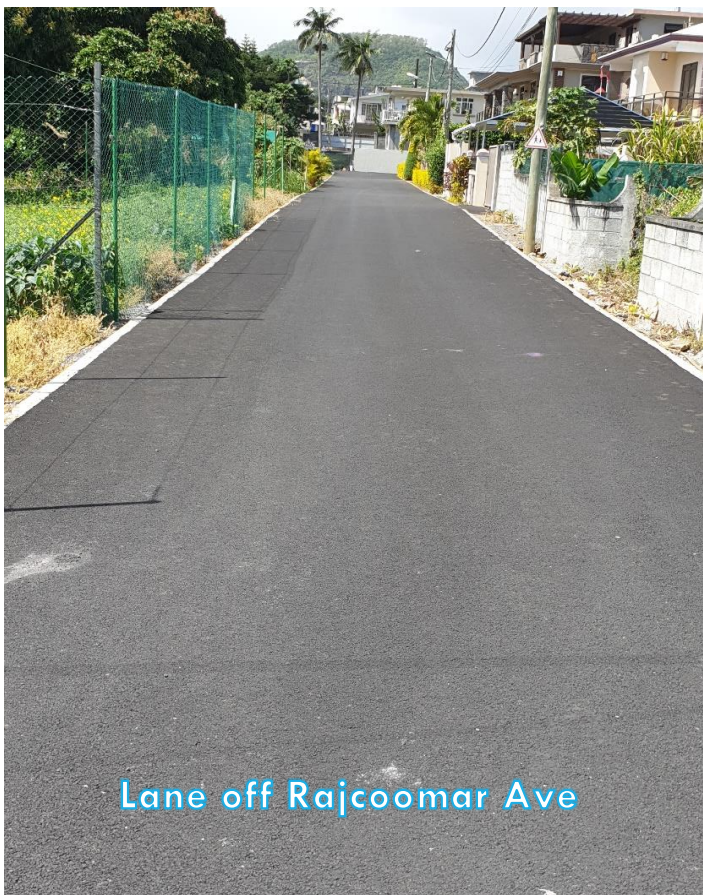
## Resurfacing of Roads Within the Township of Quatre Bornes





Chooroomoonee Avenue

**Construction of New Roads Within the Township of Quatre Bornes**

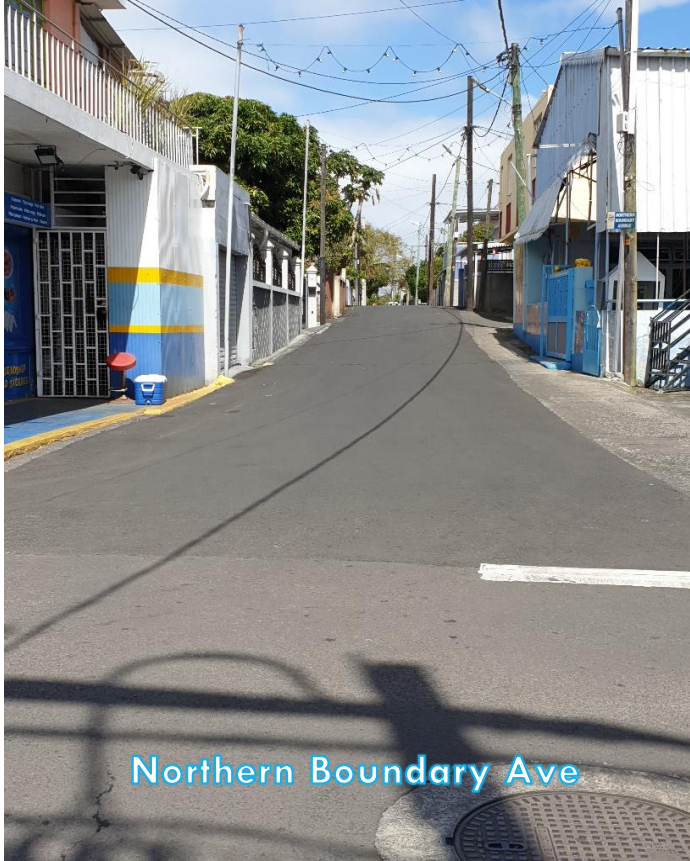


Lane off Rajcoomar Ave



Odette Ernest Lane

## Resurfacing of Roads Within the Township of Quatre Bornes



Northern Boundary Ave



Wellington Ave



Part of Lapaix Ave

## Resurfacing of Roads Within the Township of Quatre Bornes



### 9.2.3 PROGRAMME 3 –DEVELOPMENT CONTROL WITHIN COUNCIL'S AREA

Priority objective for this programme

- Ensure a harmonious and orderly development within the Council's area.
- Process and issue of buildings and land use permits in a timely manner.

#### 9.2.3.1 BUILDING LAND USE AND PLANNING DEPARTMENT

The Municipal Council of Quatre Bornes is the local planning authority that has responsibility for orderly and proper planning of development within its administrative area. In this regard, the Council has the statutory responsibility to implement the Outline Planning Scheme (OPS) under

the Town and Country Planning Act. The OPS can be described as a master plan that provide for a framework to guide development within the township.

The OPS has provided for designated growth zones in Ebene as well as pre-designated zones along Motorway to encourage large scale developments. All development proposals are guided in accordance with the framework laid down in the OPS. In processing Building and Land Use Permit, the Land Use and Planning Department (LUPD) ensures that all proposals conform to requirements of the OPS, Building Control Act, and Environment Protection act.

The table below shows the number of Building and Land Use applications received and the outcome of the applications after having been processed from 01<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021. All applications were processed and determined within the parameters of law and within the statutory time frame of 14 working days.

Type of Development	No. of applications Received	BLP Issued	Refused
<b>BLP1</b>	730	379	282
<b>BLP2</b>	169	117	48
<b>BLP3</b>	208	81	92
<b>Outline Planning Permission</b>	8	4	0
<b>Total</b>	<b>1115</b>	<b>581</b>	<b>422</b>

**NOTE:** The Land Use and Planning department has also issued a number Occupation Certificates.

### **Development Control**

The total number of buildings surveyed within the township of Quatre Bornes during the period 01<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021 is **1164** buildings, that represents an increase in the number of building surveyed as compared to previous years.

## **Survey Report for buildings in the town of Quatre Bornes**

	Number of Buildings Surveyed from 01st July 2020 to 30th June 2021.
<b>Completed and occupied/ operational/ completed (Boundary wall)</b>	<b>454</b>
<b>Partly completed and occupied</b>	<b>30</b>
<b>Completed but not yet occupied</b>	<b>88</b>
<b>Under construction</b>	<b>340</b>
<b>Building construction not yet started.</b>	<b>252</b>
<b>Total</b>	<b>1164</b>

## **Unlawful Development**

No. of Complaints attended	Ci-solve	CSU
	204	124
<b>No. of Enforcement Notices served</b>	13	
<b>No. of Compliance Notices served</b>	63	
<b>No. of Pulling down Notices served</b>	48	
<b>Legal action taken (referred to court)</b>	12	

## **Statistics for court cases**

The number of cases of unlawful construction brought to District Court for the period of 01<sup>st</sup> July 2020 to 30 June 2021 is 32.

The number of cases of unlawful construction (contempt of court) still at Supreme Court for the period of 01<sup>st</sup> July 2020 to 30 June 2021 is 1.

The number of contempt of court cases sent to attorney but not yet lodged at Supreme Court for the same period is 3.

Cases ongoing and called at court for the same period.

	No. of cases for the period of 01.07.2020 to 30.06.2021	No. of cases attendance at court
<b>Supreme Court</b>	19	42
<b>Intermediate Court</b>	7	11
<b>District Court</b>	38	119
<b>ELAT</b>	11	47
<b>Human rights commission</b>	Nil	Nil
<b>Total</b>	<b>69</b>	<b>219</b>

#### **9.2.4 PROGRAMME: 4 - SOUND AND HEALTHY CONDITIONS IN THE COUNCIL'S AREA**

Priority objective for this programme:

- The Collection and Removal and disposal of household, industrial, commercial and agricultural waste and other refuse.
- Management of public Markets and Fairs.
- Control of hawkers.
- Creation of a salubrious environment in the Council's area through the provision of an efficient refuse collection, regular cleaning and maintenance of public places such as open spaces, parks, gardens, bus shelters, public buildings including lavatories.
- Regular maintenance of drains and roads.

##### **9.2.4.1 PUBLIC HEALTH DEPARTMENT**

###### **Introduction**

The Public Health Department has the overall responsibility for maintaining a good living environment in the Council area.

The area of the Town is 230.5 km<sup>2</sup> with a population of about 85,000 and it comprises the following regions: Belle Rose, Ebene, Pellegrin, Trianon, Morcellement Ebene, Ebene Cybercity, Morcellement St Jean, Morcellement Sodnac, Candos, Bassin, La Source, Palma and Old Quatre Bornes.

The number of residential premises is approximately 23,000.

The main duties of the Public Health Department are:

1. Collection of household refuse and commercial refuse
2. Management of market and fairs and foodcourt (municipal)
3. Management of cemeteries and crematorium
4. Management of Trade Fee System for classified trades. Payment of trade fee has been transferred to Registrar of Companies as from January 2020. The latter collect the money and transfer it to Local Authorities on a regular basis. The Public Health Department insert new businesses on the Trade Fee System and maintain data/information pertaining to debtors.
5. Rodent Controls
6. Collection of bulky wastes/e-waste on a twice-yearly basis subject to availability of funds.
7. Control of illegal hawkers and other trades
8. Expost Control of economic operators
9. Herbicides spraying/weeding/cleaning of poster panels/removal of oriflames/ banners
10. Cleaning of drains, river and canals
11. Enforcement of regulations
12. Cleaning of barelands (unknown/heirs/abroad)
13. Sensitization campaigns in connection with environmental Sanitation
14. Prosecution
15. Control of pollution
16. Decentralised Coordination, Cleaning and Embellishment of the township with all stakeholders

**Department Manpower**

Chief Health Inspector	:	1
Principal Health Inspector	:	1
Senior Health Inspector	:	2 + (1 vacant)
Health Inspectors	:	9
Supervisor, Refuse Collection	:	3
Overseer	:	1
Field Supervisor /Gangman	:	1
Refuse Collector	:	271
Handy Workers (Sanitation/Disease Control)	:	14
General Workers	:	21
Driver s	:	31
Chemical Sprayermen	:	4
Incinerator Operator	:	5
Burial Ground Attendant	:	1
Sanitary Attendant	:	1
Office Management Assistant	:	1
Clerical Officer	:	1
Attendant	:	<u>5</u>
<b>TOTAL</b>		<b><u><u>373</u></u></b>

**1. Refuse Collection Service**

Collection and disposal of residential and commercial refuse is an essential service which is implemented by the Public Health Department for the enhancement of the living environment in the township and by making it a clean, safe and healthy place for living.

A once weekly service is provided to all households and a daily service for commercial premises along the town centre.

There is also a paid service for removal of abnormal refuse.

Household Refuse ► Rs 1,500 without labour per trip

- ▶ Rs 3,500 with labour per trip

Commercial Refuse ▶ Rs 4,000 with labour per trip

- ▶ Rs 2,500 without labour per trip

For a good scavenging service, the town has been divided into 26 sections.

<b>Commercial</b>	▶	2 teams
<b>Market/Fair</b>	▶	2 teams
<b>Household refuse</b>	▶	26 teams
<b>Flying team</b>	▶	2 teams

**Commercial refuse** ▶ done on a daily basis alongside main roads and within Town Centre including removal of waste at Victoria Hospital.

**Household refuse** ▶ collected on a once weekly basis on a two-shift system.

All main roads and traffic centres are swept on a daily basis and sweeping is also done on all avenues, once weekly during refuse collection.

All bins along main road are emptied on a daily basis.

The Council has received three compactor lorries from the Ministry in June 2020 for enhancing the residential scavenging service. They bear registration number 4Z139, 4Z140 and 4Z141.

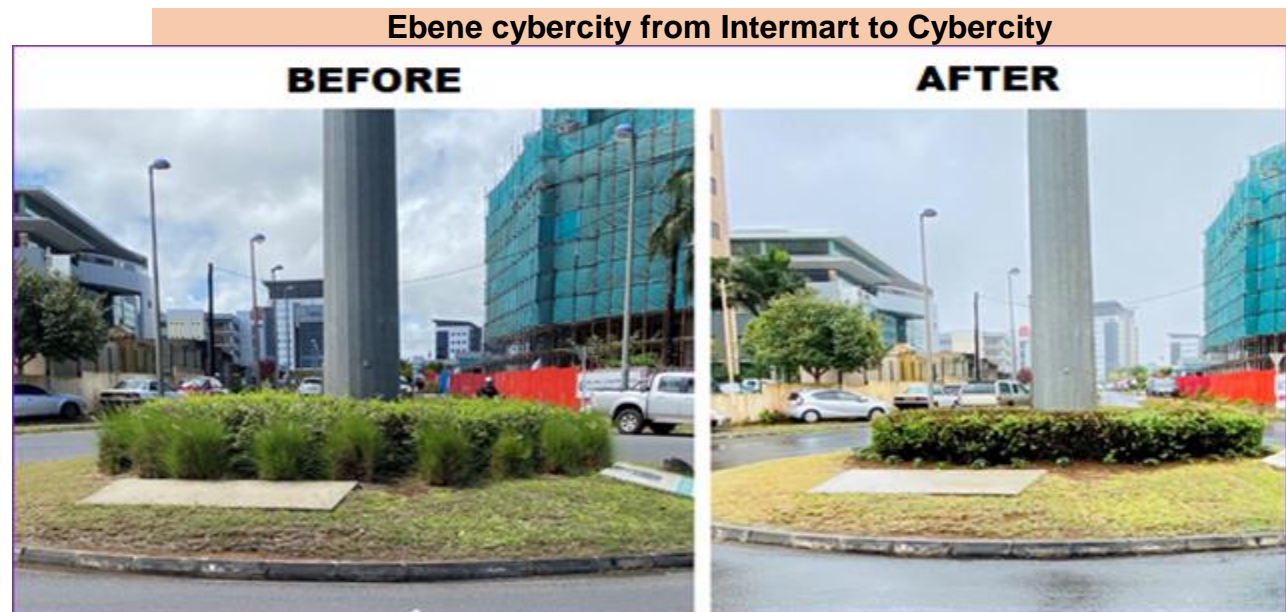
## Cleaning Campaign

- Clean Up Campaign on 20 September 2020 in collaboration with Ministry of Environment, Solid Waste Management and Climate Change in region bordered by the following Avenue, Pousse-Passe Avenue.  
No of trips done: 9
- Bulky waste campaign done within the Township in October 2020 and November 2020.  
Number of trips collected = 423
- Clean Up Campaign on 20 September 2020 in collaboration with Ministry of Environment, Solid Waste Management and Climate Change in region of Belle Rose.  
No of trips done: 36

- Clean Up Campaign on 03 October 2020 to 04 October 2020 in collaboration with Ministry of Environment, Solid Waste Management and Climate Change in region of Old Quatre Bornes.

No of trips done: 66

**Embellishment carried by Council at the following site**



## Trois Mamelles Cemetery



## C/r Vacoas/Hillary Blood



- (i) Palma Crematorium
- (ii) Berthaud Cremation ground

### Cleaning of Drains

Ongoing by inhouse labour as per established schedule and upon complaints.

Outsourced in February to April 2021 (out of NEF)

## DRAINS CLEANING





## **Barelands**

- ▶ There are 704 barelands with known owners
- ▶ 167 with unknown barelands
- ▶ 11 statelands

Notices are served for overgrown bareland with known owners on regular basis by Health Inspectors

For those overgrown barelands with unknown owners or where owners are abroad, Municipal labour are sent for cleaning the land.

For large extent of barelands, only strips adjacent to residential buildings are done with the help of Municipal excavator loader (JCB)

In May 2021, service of a private contractor was sought to clear 4,520m<sup>2</sup> of bareland (photos attached).



## Cleaning of Rivers (De-silting)

Done by outsourced labour in February 2021 (out of NEF - Photo attached).

Works have been carried out at the following places:

- (i) River Plaine Wilhems (near Trianon Kovil)
- (ii) River Plaine Wilhems (near footpath within vicinity of Belle Rose S.S.S)
- (iii) River St Martin (Pont Licou)
- (iv) River du Rempart (Bassin River Banks)





## 2. Market and Fair

- ▶ There is only one market: Quatre Bornes Market including foodcourt.
- ▶ There are two fairs:

The Quatre Bornes Fair and the Victoria Fair:

Market Fairs	No. of Stalls	Items sold
Quatre Bornes Fair - Tuesday/Friday	551	Haberdashery
Quatre Bornes Fair - Wednesday/ Saturday	539	Vegetable
Quatre Bornes Fair - Thursday/Sunday	555	Haberdashery
Quatre Bornes Market / Foodcourt (operating daily)	55	Vegetable/Meat/Fish/cakes & Haberdashery
Victoria Fair (Sundays only)	277	Haberdashery/Vegetable, Food, Egg, Flower, Fish, Spice
Cooperative Fairs (1 <sup>st</sup> Monday of each month, except in December) operating at Quatre Bornes Fair	-	Artisanal goods - Haberdashery (locally manufactured)

## 3. Cemetery and Incinerator /Cremation Ground

- ▶ The only cemetery jointly managed by the Municipal Councils of Vacoas/Phoenix and Municipal Council of Quatre Bornes is the Trois Mamelles Cemetery.

Number of burials effected from 1<sup>st</sup> July 2020 to 30 June 2021 = 28



## **7. Paid Public Toilets: Managed by Private Contractors**

- ▶ Vacoas Road, La Louise, near Guy Rozemont Stadium.
- ▶ Sir William Newton Avenue

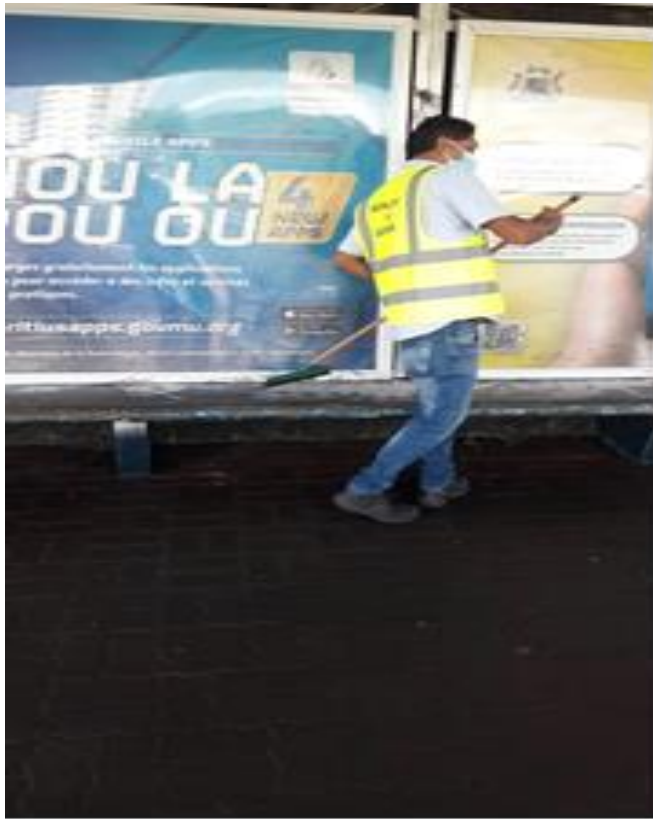
## **8. Services provided during confinement period of Covid-19 (10 March 2021 up to 30 April 2021).**

Services provided by the Council, being essential services, arrangement were made during the confinement and post-confinement period to ensure the following:

- ▶ Normal scavenging service, including daily removal of wastes at Victoria Hospital.
- ▶ Regular cleaning and disinfection of public places, namely markets Municipal halls, traffic centres and bus stops.
- ▶ Officers were requested to attend office on a roaster basis during confinement period.

### **Disinfection of bus shelter**





## **9.2.5 PROGRAMME 5 - PROMOTION OF SPORTS, WELFARE, EDUCATION AND CULTURAL DEVELOPMENT**

### **WELFARE DEPARTMENT**

(A) The Welfare Department cater for the holistic well-being of the citizens through

- (i) Services in the field of education, culture, sports & leisure

The facilities given to the public include, among others:

- (ii) Free access to Municipal Pre-Primary school
- (iii) Free access to Courses such as Yoga, Aerobic & Football
- (iv) Free use of infrastructures such as:
  - ☐ **Football grounds**
  - ☐ **Petanque Pitches**
  - ☐ **Sports Complexes**
  - ☐ **Children's Recreational Parks/ Gardens**
  - ☐ **Volley-Ball pitches**
  - ☐ **Basket-Ball Pitches**
  - ☐ **Social Hall/Multi Purpose Complex**

The Welfare Department has under its responsibility the following sites

-  **17 Children Playgrounds**
-  **10 Social Hall/Multi Purpose Complexes**
-  **3 Preprimary School**
-  **8 Football Grounds**
-  **5 Volleyball**
-  **3 Basketball court**
-  **9 Petanque Courts**

 **6 Wellness Centres**

 **1 Stadium**

 **1 Gymnasium**

 **3 Mini Soccer pitches**

**The aims & objectives of the Welfare Services are to:**

- Promote the social, economic, environmental and cultural well-being of the local community.
- Improve the overall quality of life of people in the local community.
- Ensure that services and facilities provided by the Council are accessible and equitably distributed.
- Ensure that resources are used efficiently and effectively to best meet the needs of the local community.

( B) The Welfare Department are mainly responsible to meet the social, recreational, sports and cultural needs of the inhabitants. Needs are identified either by the Council or by people who express their needs to the Council. The Council responds by:

- Organising the necessary activities
- Providing resources
- Granting donations & sponsorship for activities organized by associations and NGOs
- Collaborating with other agencies and Ministries.
- Provide additional infrastructures where need arises and ensure maintenance of same
- To upgrade existing leisure and community facilities in deprived areas.
- To create new infrastructures and provide services in line with the socio-cultural, sports, Socio-Religious and leisure requirements of the different precincts of the region.
- Organisation of activities in collaboration with other agencies and NGOs
- Organisation of activities for specific groups such as children, Youth, Women, Senior Citizens and handicapped.
- Organisation of religious & Cultural activities jointly by the Council and Socio-Cultural associations of the region e.g Divali, Thaipoosam Cavadee, Mahashivratri, Christmas, etc.

- Social Halls/ Multi-Purpose Complexes are being used for meetings, club activities, social purpose, fitness sessions, Courses. Many Halls are being rented to the public for celebrations and ceremonies (social events) on Sundays.
- Financial assistance is also granted to citizens of the town for calamity such as house burnt or flood
- Grants are offered to centenarian of the Town

### 9.2.5.1 SOME OF THE MAJOR ACTIVITIES ORGANIZED

#### LIST OF ACTIVITIES 2020/2021

	ACTIVITY	DATE	VENUE
1	Reward Ceremony for Laureates ( 2019)	29.07.2020	Town Hall
2	Sharwani Mass	July 2020	Around the town
3	Simulation Exercise	07.08.2020	
4	Assumption- Distribution of cakes in Homes	14.08.2020	Around the Town
5	Ganesh Chaturthi Celebration	23.08.2020	Around the Town
6	Shri Venkateshwara	20.08.2020- 25.10.2020	Around the Town
7	Pere Laval- Distribution of food to pilgrims	08.09.2020	St Jean
8	Govinden Puja	17.09.2020- 17.10.2020	Around the Town
9	Domino Tournament	20.09.2020	Town Hall
10	Inauguration of Ollier Mini Soccer Pitch	24.09.2020	Ollier
11	Carrom Tournament	27.09.2020	Town Hall
12	Foot Five Tournament	11.10.2020 18.10.2020	Ollier & Pavillon Mini Soccer Pitch
13	Durga Pooja	17.10.2020- 25.10.2020	Around the Town
14	Inauguration of MUGA at la Source	31.10.2020	La Source
15	Divali Celebration in collaboration with MBC	07.11.2020 14.11.2020	Municipal Yard
16	Petanque Tournament	15.11.2020	Palma
17	Table Tennis Tournament		Town Hall
18	Badminton Tournament	6.12.2020	Ebene Gymnasium
19	Christmas Celebration	19.12.2020	Town Hall
20	Thaipooosam Cavadee	28.01.2021	Around the Town
21	Chinese Spring Festival	28.02.2021	Town Hall
22	Maha Shivratre Festival	7-9.03.2021	Around the town/Receiving pilgrims at Town Hall

## Domino Tournament 20 September 2020 in Town Hall



**Inauguration of Ollier Mini Soccer Pitch 24 September 2020**



## Carrom Tournament 27 September 2020 in Town Hall



## Foot 5 Football Tournament 18 October 2020



**Diwali Celebration in collaboration with MBC**  
**07 November 2020-14 November 2020**



## Petanque Tournament 15 November 2020



## Badminton Tournament 06 December 2020



## Chinese Spring Festival 28 February 2021



