

Chief Administrative Officer's Report

April 17, 2024

PROJECT FILES:

Clare Health Centre:

- All windows are installed.
- Updated furniture and exam room layouts complete.
- The ductwork is 80% complete.
- The drywall in the existing building is complete. Currently crack-filling.
- Framing is complete on the 2nd floor of the expansion and drywall has commenced. The lower floor of the expansion is currently being framed.

Clare Veterans Centre (CVC):

- Geotechnical testing is done. Waiting for the results.
- Updating specs for demolition tender. Expect to issue tender in 1-2 weeks.
- Met with CM and architects earlier today to review drawings. A follow-up meeting is scheduled for next week.
- Budget review ongoing (Class D estimates for now). Preliminary schedule being drafted.
- Target date for Tender Package 1 is June.

Meteghan Sidewalks:

- Project has commenced.
- Work crew has started framing and pouring to replace existing sidewalk.
- Anticipated project completion – October 2024.
- Total GoC funding contribution - \$995,558.
- Total municipal contribution - \$626,849.
- Total MCGP funding request - \$1,167,340.
- Total project cost is \$2,789,747.

Meteghan Sewer Extension – Sunset Road:

- **No new developments since November 15th - CAO Report.**
- Awaiting revised site plan from developer to finalize system design and prepare tender documents.
- Agreement regarding housing project deliverables has been signed.
- Contribution agreement with GoC's Investing in Canada Infrastructure Program (ICIP) – Green: Environmental Quality stream has been signed.
- Total project cost is \$1,558,000.

- Total ICIP contribution of \$1,142,533 (73.33%).
- Total municipal contribution \$415,467.

Wentworth Park:

- Application submitted to the Community ACCESS-Ability Program (NS Department of Community, Culture, Tourism, and Heritage) for the addition of an accessible kayak launch and the replacement of an existing footbridge along the trail with a more accessible design. Currently waiting on response.
- Accessible kayak launch has been installed.
- New accessible footbridge to commence shortly.
- Park grand re-opening tentatively scheduled for mid-July.
- Total project cost - \$67,152.
- Total municipal contribution - \$22,832.
- Total Community ACCESS-Ability request - \$44,320.

Clare & Argyle Acadian Tourism Development Project

- All 78 vignette narrations are complete. To date, 9 Clare vignettes and 2 Argyle vignettes have been completed.
- Total of 39 Panels. Drafts for all 17 Clare panels have been completed with 7 approved thus far. Starting Argyle-Yarmouth panel design next week. To be completed by the end of May.
- Vignette and panel approvals are being vetted through key site contacts.
- Printing will be done in 2 batches this Spring, with installation scheduled for late June / early July.
- Proposed website design to be done in phases. Phase 1 to be ready this summer will include having the vignettes online.
- The goal remains to have the project completed by mid-July 2024.

Fire Service Review:

- RFP was issued with a closing date of March 29, 2024.
- A total of 6 proposals were received.
- A recommendation to Council will be made at the May 1, 2024, Council-in-Committee meeting.

Cape Saint Mary Lighthouse Park:

- Repairs to lighthouse and picnic shelter were completed yesterday. Unfortunately, an obsolete light from top of the lighthouse fell on the new roof and damaged two pieces of metal roofing. These will be replaced.
- Necessary repairs to parking lot will commence shortly, pending budget approval.

Sustainable Communities Challenge Fund

- **No new developments since March 20th - CAO Report.**
- Project has been recommended for approval to the NS Minister of Environment.
- Project approvals under SCCF are expected to be announced in April 2024.

LUB and MPS Review:

- Preliminary report summarizing results / discussions to date is currently being drafted.
- One of the project leads for Stantec, André Frenette, has left the company. This has created a delay in project reporting. Stantec has reached out to advise of the situation and reassure the Municipality that resources are being assigned to ensure this project remains in good hands and continues moving forward.
- Current deliverables include the What We Heard Report (as a follow-up to January public consultation session) and a short document summarizing the minimum provincial planning standards and statements of provincial interests.
- Initial public consultation was held on January 24, 2024.
- Stakeholder interviews are complete.
- Meeting with Council was held on February 12, 2024

FINANCIAL:

- As of March 31, 2024, the Municipality has recorded \$12,104,712 in revenues versus \$11,612,698 in expenses, for a surplus of \$492,014.
- As of March 31, 2024, the Municipality had a balance of \$2,182,345 in its operating fund, \$1,329,246 in its capital fund and a total reserve balance of \$3,771,888. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,061,894
 - Capital reserve - \$212,369
 - Landfill closure reserve - \$361,120
 - Gas tax reserve - \$621,879
 - SSGF reserve - \$514,626
- LOC (CHC) - \$2,650,098