

Chief Administrative Officer's Report
By CAO Stéphane Cyr
March 16, 2022

PROJECT FILES:

Clare Veterans Centre (CVC)

- **No substantial change from September 15, 2021, CAO Report**
- Staff has reached out on November 8, 2021, for an update as to the status of our application. Unfortunately, Infrastructure Canada is not providing updates on applications currently under review, citing a high level of interest in the program and the need for ministerial review and approval.
- Funding application to the newly launched Green and Inclusive Community Buildings program (GICB) was submitted on May 4, 2021, and is still under review.
- Applicants with small and medium green and accessible retrofit projects to existing community buildings ranging in total eligible cost from \$100,000 to \$3 million are accepted on a continuous basis and funded on a first come, first-served basis.
- The total cost for the proposed CVC project is \$1,990,529 - \$2,330,280, depending on contingencies. Municipal contribution has been set at \$537,443.
- Cement slab for Smart Rink has been poured. Waiting on cement to cure prior to installing boards and synthetic ice. Installation is expected later this month.
- Invitations have been sent to the Chiefs of both the Meteghan and Little Brook Fire Departments to meet on site to discuss proposed plans for needed work to the firehole.

Clare Health Centre:

- Project is advancing as per schedule.
- Conceptual design and 3-D renderings to be completed this week. Will schedule meeting with Council shortly thereafter to review.
- Constructions documents are under development in anticipation of upcoming tender.
- Met with the Honourable Jill Balser, Minister of Labour, Skills and Immigration on March 11th at the CHC to provide a tour of the Centre, discuss current operations, and inform her as to the proposed expansion. MLA Ronnie LeBlanc and Warden Yvon LeBlanc were in attendance.
- The letter inviting the Honourable Michelle Thompson, Minister of Health and Wellness, to tour the CHC and review the proposed plans for expansion has been sent. The invitation will also be extended to the Honourable Colton LeBlanc, Minister of Acadian Affairs and Francophonie, and the MLA for Clare, Ronnie LeBlanc.

Tourism Public Spaces

- Joseph and Marie Dugas Park and Pointe-à-Major:
 - Next meeting of the advisory group and the architects to take place on March 29, 2022.
 - The purpose of this meeting is to finalize the conceptual design.
- Cape Saint Mary Lighthouse Interpretive Centre:
 - RFP for viewing platforms - **To be discussed under New Business, item 12.2.**
 - Interpretive plans for interior of lighthouse are under development. Artifact list is started. Project themes are being discussed.
- Wayfinding and Gateway Signage System:
 - Proposed gateway and directional signage locations are being finalized. Draft document will be forwarded to Council for review once ready.

Housing Action Plan:

- **To be discussed in-camera under items 13.1**
- Draft RFP for use with potential developers currently under development.
- Meeting with Villa Acadienne to take place shortly to finalize potential conceptual design for current property.
- Engagement with SHS Consultants to wrap up by April 30, 2022 (as per ACOA contribution agreement).

Meteghan Sidewalks:

- The GoC has introduced the Active Transportation Fund. Under this program, municipalities can apply for eligible active transportation projects (including sidewalks). The maximum allowable federal contribution is 60%.
- Online application process has been launched.
- Municipal application nearly complete.
- Anticipated start of construction – Spring/Summer 2022 (subject to project funding)

Clare Transfer Station:

- Fire at the transfer station on the morning of January 11, 2022.
- Damage to the building was substantial. Repairs are ongoing.
- Lighting and electrical is complete.
- New motors have been installed for all 4 doors which are now operational. Waiting on door panels.
- Waiting on quote for repairs to damaged girt, exterior wall, ceiling insulation, windows, electrical, and exhaust fans (2),
- Repairs to the loader are ongoing. Strongco expects these to be finished in the next two weeks, subject to the availability of parts.

- Funding application under the Investing in Canada Infrastructure Program for the new 30' x 50' storage building and fire alarm system is currently being developed. Will be submitted prior to March 31, 2022 program deadline.

Washrooms / Parking Lot – Bourneuf Wharf Road

- **No substantial change from December 15, 2021, CAO Report**
- Washrooms are complete
- JD Composites is waiting on nice weather for installation
- Looking to have everything finalized by end of December.
- Washrooms will remain closed to the public until Spring 2022.

Washrooms – Maxwellton Road:

- Installation of washrooms will happen at the same time as those on the Bourneuf Wharf Road given same design and contractors.

Track and Field:

- **No substantial change from December 15, 2021, CAO**
- Project is advancing well. Roughly 70% complete
- Artificial turf field is still being installed, as well as other landscaping material
- Fence installation is scheduled to commence this week.
- The installation for both the asphalt and the rubberized track surface has been postponed until Spring 2022.

Clare Search and Rescue:

- Building renovations are complete with the exception of two new doors currently on order.

Wentworth Park:

- **To be discussed under New Business, item 12.1.**

Firehole at CVC:

- Grubbing complete.
- Existing hole has been cleaned out.
- Dry hydrant has been installed
- Waiting on fencing. Once installed, geotextile and gravel will be placed around the perimeter.

Multi-Use Court - Havelock Community Centre

- Application has been submitted for consideration under CCH's Recreation Facility Development Fund.
- Awaiting response from the Province.
- Total Estimated Project Cost – \$80,276 plus HST

Boundary Review

- **To be discussed under New Business, item 12.3.**
- RFP has been issued for professional services to conduct a proper study regarding the fairness and reasonableness of the number of councillors and polling districts, and district boundaries, within the Municipality of the District of Clare, in keeping with the requirements of ss. 368 and 369 of the MGA.
- Closing date is Friday, February 25th at 3:00 pm.

Asset Management Plan:

- Met with AIM earlier today to review asset management plan
- Asset management plan has been finalized
- A presentation to Council has been scheduled during the April 6, 2022, Council-in-Committee meeting

Tax Sale:

- This year, the Municipality employed a tender format for its tax sale.
- Sealed bids will be accepted until 12:00 pm, Friday, March 4, 2022.
- A description of the properties was available for review at the Municipal Office, during regular office hours.
- A total of 10 properties were available on this year's sale. Of these 10 properties, 7 were sold.
- The winning bids (i.e., name of purchaser and winning bid amount) have been posted on the municipal website.

Grants to Organizations:

- As a reminder, the deadline for applications is Friday, March 18, 2022.

FINANCIAL:

- As of February 28, 2022, the Municipality has recorded \$9,610,877 in revenues versus \$8,977,712 in expenses, for a surplus of \$633,165.

- As of February 28, 2022, the Municipality has a balance of \$1,293,642 in its operating fund, \$1,113,305 in its capital fund and a total reserve balance of \$4,802,091. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,146,458
 - Capital reserve - \$1,600,033
 - Landfill closure reserve - \$335,509
 - Gas tax reserve - \$720,091