

Chief Administrative Officer's Report

**By CAO Stéphane Cyr
October 19, 2022**

PROJECT FILES:

Internet:

- With respect to the update provided last month, unfortunately very little has changed. Workforce availability (NSP line crews, tree trimmers, and VistaCare techs) has been non-existent since the Hurricane, with resources being diverted to more affected parts of the Province. Things are only now starting to trickle back to normal.
- That said, Cranberry Lake Rd (15-109) was completed in house.
- A few connections were added between 4488 – 4633 Second Division Rd. This notwithstanding, this section of road remains only partially completed. Still waiting on the make ready work in order to complete the remainder of the build.
- Regarding Eel Lake Drive, an update is expected from NSPI tomorrow including a revised date to start the make ready work.
- In terms of the Municipality's original \$2.45M contribution towards this project, only 2 instalments of \$100,000 each remain. These are scheduled for December 2022 and March 2023.

Clare Veterans Centre (CVC)

- **No substantial change from September 21, 2022, CAO Report.**
- During a virtual meeting on August 11th with representatives from the Green and Inclusive Community Buildings program (GICB), the Municipality was asked to update its numbers and increase its proposal from roughly \$2.3M to \$3M (the max. allowable under this particular program stream), in order to account for inflation and rising construction costs. Doing so would mean 80% federal funding or \$0.20 dollars, the maximum allowable (excellent leveraging).
- Although the individual in question was clear that they were not the one making the final funding decision, they indicated announcements would likely come down in October and strongly recommended the Municipality increase its numbers now and get these in quickly given that it cannot go back for additional funds once the project is approved
- In order to do so (and apply for the full \$3M), the Municipality would need to increase its original contribution by \$62,557, from \$537,443 to an even \$600,000, in order to equal 20% and maximize available project dollars.

- The CAO strongly recommends moving forward with this increase given recent conversations with GICB.
- 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:

- Proposal from Grey Cardinal Management Inc. for project management services has been accepted in the amount of \$87,720 plus HST.
- Tender documents for the Clare Health Centre Expansion have been issued with a closing date of November 3, 2022.
- Bidders brief has been scheduled for October 20, 2022, at 11:00 pm at the Clare Health Centre.
- Meeting tentatively scheduled with the Province (David Benoit, Executive Director, Health Strategic Infrastructure) for the week of October 24th.
- Application for funding in the amount of \$20,000 has been submitted to the Yarmouth Hospital Foundation, to aid with equipping the proposed exercise/physiotherapy room.

Tourism Public Spaces

- Concept papers have been submitted to ACOA for both Joseph and Marie Dugas Park and Cape Saint Mary Lighthouse Park. Waiting on feedback and/or permission to proceed to formal application.
- Waiting on direction from the Province of NS as to which department(s) to approach with concept paper.
- **Joseph and Marie Dugas Park and Pointe-à-Major:**
 - Preparing necessary permits for the NS Department of Natural Resources and Renewables for both sites.
 - The anticipated costs for this tourism infrastructure project, as included in the capital budget and including the non-rebated portion of the HST, is \$1.95M.
 - The proposed funding mix, as recommended by the CAO, is 50% federal, 25% provincial and 25% municipal.
- **Cape Saint Mary Lighthouse Interpretive Centre:**
 - Varcon is finalizing design and pricing for viewing platforms. Current estimate is \$372,531 plus HST.
 - Cost for building rehab plan and exhibit plan for the ground floor has been estimated at \$158,000 plus HST.
 - Cost for new exterior railing and door on top of lighthouse, as well as the replacement of interior railings and ladders, has been estimated \$57,000 plus HST.

- Design focuses on the fishing industry including vintage lobster traps, a ¼ replica of a barchette, tuna fishing memorabilia, lighthouse lens/foghorn, and visitor information.
- Total project cost estimated at \$587,531 plus HST.
- **Wayfinding and Gateway Signage System:**
 - Wayfinding and Gateway Signage System deferred to 2023.
 - Concept designs for gateway, directional and site identification signage have been created by Denise Saulnier Design and Trivium. Will be presented to Council for review shortly.
 - Cost-to-build budgets for the gateway signs (4), directional signs and site identifications signs estimated at \$188,540 + HST

Housing Action Plan:

- Request for Expressions of Interest (REOI) has been issued.
- SHS Consultants Ltd to handle inquiries and manage intake process.
- REOI to include two parcels in Little Brook, one parcel in Havelock, as well as two elementary Schools – Joseph Dugas and Stella Maris
- Existing Villa Acadienne not included in the proposed REOI. May be incorporated at a later date, if requested by the Board.

Meteghan Sewer Extension – Sunset Road:

- **No substantial change from April 20, 2022, CAO Report. Expecting to receive word in October 2022.**
- Application has been submitted for consideration under the GoC’s Investing in Canada Infrastructure Program – Green: Environmental Quality stream.
- Under this program, municipalities can apply for:
 - Upgraded wastewater treatment or collection infrastructure.
 - Upgraded drinking water treatment and distribution infrastructure; and
 - Better capacity to reduce or address soil or air pollutants.
- The maximum allowable contribution is 73.33%.
- Total project cost is \$1,493,400 plus HST.

Meteghan Sidewalks:

- **No substantial change from April 20, 2022, CAO Report**
- Application has been submitted for consideration under the GoC’s Active Transportation Fund. Awaiting response.
- Under this program, municipalities can apply for eligible active transportation projects (including sidewalks). The maximum allowable federal contribution is 60%.
- Total project cost is \$1,591,009 plus HST.

Multi-Use Court - Havelock Community Centre

- Project is now complete
- Grand Opening scheduled from 1:00 pm to 4:00 pm on Sunday, October 23rd.
- Total Estimated Project Cost – \$80,276 plus HST
- Land purchase from adjacent landowner has been finalized.

Clare Transfer Station:

- Sitework & foundation for the new storage building are complete.
- Walls and trusses are up. Roof is installed.
- Windows are installed
- Metal siding is being installed
- Waiting on electrical prior to installing garage door.
- The remaining repairs to the transfer station (as a result of the fire) will also be completed by Garian Construction Ltd., in parallel to the new building construction.

Cultural Hub:

- Waiting on confirmation of start date from Aberdeen Paving.
- Have received funding from Efficiency Nova Scotia for energy audit. Site visit is complete. Waiting on final report and recommendations. (Funding has also been received for an energy audit of the municipal building).
- Installation of gutters and new drainage to commence in the coming weeks.

Wentworth Park:

- Consultants and staff are working on detailed concept plan with associated costs for presentation to Council later this Fall.
- Currently pricing various project elements – composite washroom building, improvements to the boat launch area (drainage), a floating dock with kayak launch, a smaller floating dock with access from the parking lot, an accessible walkway, picnic tables, hammocks, a playway, etc.

Boundary Review

- Community consultation was held on September 29th at the municipal office. Six members of the public were in attendance.
- The online survey is now closed, and the data has been exported. C+D Community Design is currently working on the final report and should have a draft ready for review in the next couple of days.
- In speaking with C+D Community Design, they are satisfied that the engagements support carrying forward with the proposed status quo option, with one minor boundary revision.

Culinary Enhancement Program for Clare/Argyle:

- Coordinated Kilted Chef mentorships with 4 Argyle restaurants: Wild Roots, the Argyle Lodge, Dennis Point Café, and Boastkeg Distillery.
- Conducted a mentorship session with The Wheelhouse
- Awarded marketing support funds, based on recommendations put forward by for the Kilted Chef. To date, Clare participants to receive \$15,000 and Argyle participants \$9,000.
- Marketing support in the amount of \$4,500 per participant has also been provided to the Farmer's Markets in Argyle and Belliveau Cove, as well as the Art Market in Belliveau Cove.
- A press release highlighting this project is being drafted and is expected to come out later this week.
- Project to be completed by January 2023.
- Total project cost is \$69,874.
- Funded 100% via ACOA's Main Streets Program.

FINANCIAL:

- As of September 30, 2022, the Municipality has recorded \$9,391,802 in revenues versus \$5,494,838 in expenses, for a surplus of \$3,896,964.
- As of September 30, 2022, the Municipality had a balance of \$3,962,989 in its operating fund, \$875,069 in its capital fund and a total reserve balance of \$3,219,255. The total reserve balance can be broken down as follows:
 - Operating reserve - \$1,645,721
 - Capital reserve - \$635,839
 - Landfill closure reserve - \$338,613
 - Gas tax reserve - \$599,082