

## **Chief Administrative Officer's Report**

**December 20, 2023**

### **PROJECT FILES:**

#### **Clare Health Centre:**

- Exterior stud framing ongoing.
- Interior stud framing (new section) to start this week.
- Interior work of old building section ongoing.
- Building weather tight work (DensGlass wrap and covering of windows) to be started early January.
- Partial handover – April 1<sup>st</sup>, project completion end of June.
- In terms of the project budget, we remain in good shape. Contingencies remain healthy.

#### **Clare Veterans Centre (CVC):**

- Schematic design ongoing
- Reviewing options for building type (wood, metal, pre-engineered options, traditional build)
- Contracting strategy in discussion – to be determined in January (package 1: building envelope and foundations, and then package 2: Interior fit up)
- Funding application has been submitted to ACOA. Awaiting response.

#### **Meteghan Sidewalks:**

- Tender has been issued with a closing date of January 18, 2024.
- Permit has been received.
- Application to the Province's Municipal Capital Growth Program has been submitted in response to increases in anticipated project costs and based on actual costs incurred on similar type projects.
- In terms of schedule, planning for a Spring 2024 construction start.
- Total GoC funding contribution - \$995,558 (43%).
- Total MCGP funding request - \$686,956 (30%).
- Total estimated project cost is \$2,309,363.

### **Meteghan Sewer Extension – Sunset Road:**

- **No new development since November 15 - CAO Report.**
- Awaiting revised site plan from developer in order to finalize system design and prepare tender documents.
- In terms of schedule, the plan remains to go to tender in early Winter, in preparation for a Spring 2024 construction start.
- 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:**

- Project is complete.
- Final claim has been submitted to ACOA.
- Working on project application under 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.
- Updated quotes have been requested.
- As per program guidelines, project funding is available for 2/3 of eligible costs, up to a maximum of \$50,000.
- Application deadline is February 14, 2024.

### **Clare & Argyle Acadian Tourism Development Project**

- **Project is progressing on schedule.**
- Press release was issued on November 10, 2023.
- Vignettes are the current priority.
- Drone/ground-level video clips are being shot this fall for vignettes.
- Writing of the vignette scripts for the 38 sites (17 Clare, 17 Argyle, 4 Yarmouth) is underway in coordination with site contacts. 9 of the 17 scripts for Clare are complete, with the others at the draft stage.
- In the process of selecting script narrators and locations for each region, to be filmed in January – February 2024.
- The goal is to have the project completed by Summer 2024.

### **Track and Field:**

- Sitework has re-started.
- Revised schedule has been submitted.
- Project completion scheduled for January 26, 2024
- US-A and the contractor have settled on \$100,000 to complete the project. The original contractor quote was substantially higher.
- The Municipality has agreed to cover 50% of these additional costs, up to a maximum of \$50,000.

### **Hectanooga Fire Department:**

- Project is essentially complete.
- Waiting on pricing for tables and chairs, as well as alarm system (equipment only), and water softener.
- Municipality to request streetlight be installed at entrance.
- Waiting on funding program for generator (80%).

### **Cultural Hub:**

- Four heat-pumps have been installed on the 1<sup>st</sup> floor.
- Installation of the larger commercial unit for the 2<sup>nd</sup> floor is underway. Expected completion – early January 2024.

### **Fire Service Review:**

- Tender under development.
- Based on similar tender recently issued by the Municipality of the County of Annapolis.
- Once complete will forward to Council and CFFA Executive for review.

### **Cape Saint Mary Lighthouse Park:**

- Metal roof on lighthouse seriously damaged during windstorm earlier this week.
- Picnic shelter roof also sustained damage.
- Building inspectors have been on site to assess damage. Discussing with contractor to define scope and provide quote.
- Given what is known at this time, the damage will very likely warrant an insurance claim.

### **Sustainable Communities Challenge Fund**

- Applications have been submitted on behalf of both the Belliveau Cove Development Commission and the Société Historique Acadienne de la Baie Sainte-Marie.
- Currently waiting on response.

### **FINANCIAL:**

- As of November 30, 2023, the Municipality has recorded \$10,782,134 in revenues versus \$8,896,516 in expenses, for a surplus of \$1,885,618.
- As of November 30, 2023, the Municipality had a balance of \$3,863,708 in its operating fund, \$465,144 in its capital fund and a total reserve balance of \$3,677,973. The total reserve balance can be broken down as follows:
  - Operating reserve - \$2,462,182
  - Capital reserve - \$208,727
  - Landfill closure reserve - \$354,927
  - Gas tax reserve - \$652,137