

**Chief Administrator's Report
By CAO Stéphane Cyr
December 21, 2016**

PROJECT FILES:

Meteghan Sewer Treatment Plant

- We continue to work with both the project engineer and the contractor to address deficiencies relating to the concrete.
- Project is otherwise complete and the plant operational

Church Point Sewer Treatment Plant

- Contract with NS Department of Municipal Affairs has been signed – Clean Water and Wastewater Fund - \$198,628
- RFP for control panels (3) will be issued in the coming weeks
- UV system will be ordered shortly. Compatible with the systems currently being used in Meteghan and Belliveau Cove

Clare Veteran's Centre

- Renovations to upstairs washrooms set to commence in January 2017
- Provincial application will only be reviewed in February 2017 and a decision made in March / April 2017.
- Province has confirmed we are free to commence project. Costs are retroactive to the date the application was submitted.

Clare Health Centre

- The new heating system is operational. A few issues thus far regarding settings / temperatures. Not unexpected.
- Meeting with TRANE on December 29th to finalize annual service contract. Cost is \$1,080 per month (previously discussed with Council).

Rural Internet

- In-camera

Sewer Extension – John Thibodeau Road

- The funding application to ACOA was submitted on November 28th and is currently under review. Given the timelines involved, we expect an answer shortly.
- The proposed funding formula remains 50% / 25% / 25%.
- Total project cost - \$557,000

Cultural Hub Project

- The funding application to ACOA was submitted on November 9th and is currently under review
- New tenant to the building (as of December 1st) – Le Courrier de la N-É.
- Other tenants include La FRAP, L'Association des Acadiens Métais-Souriquois, Le Festival Acadien de Clare, La Société acadienne de Clare, Le Transport de Clare, Radio CIFA and EMO Clare.
- Total project cost - \$200,000

Garbage Collection

- Roughly 2 months in to our contract with our new service provider – Wasteco Ltd.
- Despite some initial growing pains in the first few weeks, service seems to be very good. Number of complaints is down significantly from previous levels.
- Volumes (particularly blue bags) has gone up considerably
- Joint meeting with Wasteco, Wastecheck and municipal staff scheduled for January 13, 2017 for a debrief on lessons learned and a discussion on possible improvements to the service.

FINANCIAL:

- The Municipality remains in good financial position
- As of December 21, 2016, the Municipality has recorded \$8,115,681 (91.06%) in revenues versus \$6,157,735 (69.09%) in expenses, for a net income of \$1,957,946 (21.97%).
- Again, as of December 21, 2016, the Municipality has a balance of \$2,836,333 in its general account and a total reserve balance of \$2,927,718
 - Operating reserve - \$434,651
 - Capital reserve - \$1,932,199
 - Landfill closure reserve - \$314,553
 - Gas tax reserve - \$246,315

INTERNAL:

- Staff continues to work on updating and adding to our current suite of policies. At present, a new code of conduct for both staff and Council is currently being reviewed and will be presented at the January 11th COTW
- Communication Committee continues to meet (most recently December 20) as part of its ongoing efforts to establish a municipal communications strategy and modernize some of our marketing material (i.e. business cards, signature blocks, etc.)
- **Stakeholder meetings (since November 16, 2016):**
 - Highway 101 Task Force – November 21, 2016
 - South West Eco Energy (New Management Team) – December 9, 2016
 - Rural Internet – WREN / Municipal Units – December 12, 2016
 - PAC Meeting (with Council) – December 14, 2016
 - Mike Trinacity, NS CCH – MPAL - December 20, 2016
- **Upcoming meetings of note:**
 - Doctor Recruitment – Supper with Medical Students – December 22, 2016
 - Meeting with Doctors – CHC Operational Review – January 9, 2017
 - WREN L&O Committee - January 10, 2017