

Chief Administrative Officer's Report
By CAO Stéphane Cyr
January 16, 2019

PROJECT FILES:

Church Point Sewer Treatment Plant (\$198,628)

- No new developments since May 2018.
- Work on SCADA system expected to commence October / November 2018.
- **No new developments. See Council minutes from September 19, 2018**

Sewer Extension – John Thibodeau Road (\$607,000)

- Previously identified deficiencies have been addressed and the system is now operational.
- Riverside Lobster International is now hooked into the system.
- Project is complete.
- Waiting on remaining invoices to submit final claim and other necessary documentation to ACOA.
- **No new developments. See Council minutes from October 17, 2018.**

Cultural Hub Project (\$270,000)

- Louco has completed their work on the sign.
- Waiting on Digby Print for the panels. Once installed, project will be complete.
- **No new developments. See Council minutes from December 19, 2018**

Gran Fondo

- 73 registrations to date including 27 (37%) from out of Province and 23 (31%) first-time participants.
- New promotional video launched on January 3, 2019. 453 views to date.
- Cross-promotion event partnership with Bay Ferries for 2019 in exchange for Bay Ferries logo on 2019 jersey sleeve.
- Gran Fondo Baie Sainte-Marie to receive visibility at the Boston Globe trade show held from January 18 to 20, 2019 and including up to 300 map brochures to be displayed and distributed. at the Boston Globe show.

Clare Veterans Centre:

- Electrical work has commenced (i.e. removal of old, surface-mount wiring)
- Remainder of renovations to commence in early February, as per schedule.
- Staff continues to source price estimates / quotes in anticipation of larger infrastructure project

Clare 250th (\$117,300)

- Relocation of outdoor stage at Rendez-vous de la Baie is now complete
- Installation of stairs and minor landscaping to be completed Spring 2019.

Major Point Road:

- **No new developments. See Council minutes from May 16, 2018.**

Meteghan River Sewer Extension

- All invoices have now been received. Final claim is being prepared along with other necessary documentation.
- Budget \$1,300,202
- Actual \$1,301,256
- Overage of \$1,054 was related to the last-minute purchase of a necessary manhole (\$2,157), as part of the planned replacement of the outfall pipe next Spring.
- **No new developments. See Council minutes from December 19, 2018.**

Rural Internet

- **No new developments. See Council minutes from December 19, 2018**

CMA 2024

- The bid document is now complete and has been submitted in keeping with stated deadline of January 15, 2019. A press release to this effect has been issued.
- As per the evaluation process, an evaluation committee will be touring the region in April 2019.
- The announcement of the host region for the CMA 2024 will be made in June 2019.
- In the meantime, efforts will be made to maintain the momentum and community support that has been built to date.

FINANCIAL:

- As of December 31, 2018, the Municipality has recorded \$8,871,375 (98.9%) in revenues versus \$6,512,909 (72.6%) in expenses, for a net income of \$2,358,466 (26.3%).
- As of December 31, 2018, the Municipality has a balance of \$2,391,172 in its operating fund, \$568,271 in its capital fund and a total reserve balance of \$3,999,190.
 - Operating reserve - \$445,824
 - Capital reserve - \$2,375,318
 - Landfill closure reserve - \$322,639
 - Gas tax reserve - \$855,409

INTERNAL:

- The RFP for the **Tax Sale by Tender** for the properties of Southwest Eco Energy Ltd. has been issued with a closing date of January 18, 2019.
- The RFP for the **Purchase and Use of the Former Saint-Albert Elementary School** has been issued with a closing date of January 31, 2019.
- A draft of the **new HR Policy Manual** has been completed by Wickwire Holm and is currently being reviewed by the Management Team
- Work on a **sub-division by-law** is progressing. A copy of the by-law will be made available to Council at the Committee of the Whole meeting on February 6th and with Council's permission, presented for First Reading at the Regular Meeting of Council on February 20th.
- Conducted a site visit of all 8 fire departments within the Municipality with Lyle Quan of Emergency Management & Training, as part of the **Volunteer Fire Service – Vehicle Assessment**. The visits went well. Fair to say Mr. Quan was impressed with the quality of the fire service in Clare. The project completion date is set for February 15, 2019.
- **Promotional Video – Municipality of Clare:** Currently in 2nd draft. Finished product to be released in January 2019.
- **Meetings since December 19, 2019:**
 - Supper with Medical Students – December 27, 2018
 - By-law Committee Meeting – January 7, 2019
 - Audit Committee Meeting – January 8, 2019

- CMA 2024 Bid Committee – January 14, 2019
- Funding Announcement, BMC Seafoods Ltd. – January 15, 2019
- **Upcoming Meetings of Note:**
 - DMA Notice of Consultations re: Minimum Planning Standards – January 25, 2019