

Chief Administrative Officer's Report
By CAO Stéphane Cyr
May 18, 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 were presented to Council on April 13, 2022, and subsequently accepted.
- Plan review with the Centre's doctors took place on April 27, 2022.
- Construction documents are under development, in anticipation of upcoming tender. Document completion expected by the end of May 2022.
- Awaiting word from the Honourable Michelle Thompson, Minister of Health and Wellness, and the Honourable Colton LeBlanc, Minister of Acadian Affairs and Francophonie, in response to the Municipality's invitation to tour the CHC and review the proposed plans for expansion.
- In an appearance before legislature committee, the Deputy Minister of Health and Wellness hinted at stable funding for NS community health centres.

Tourism Public Spaces

- Joseph and Marie Dugas Park and Pointe-à-Major:
 - Designed plans were presented to Council and subsequently approved at the May 11th Council-in-Committee meeting.
 - 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.
 - In order to complete this project in time for the CMA 2024, staff must commence the funding application process immediately.
 - Motion to approve municipal funding to be discussed under New Business, item 12.1.

- Cape Saint Mary Lighthouse Interpretive Centre:
 - Cost estimate for building rehab plan and exhibit plan for the ground floor has been estimated at \$158,000.
 - 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.
 - Currently waiting on Varcon for design and pricing of viewing platforms.

- Wayfinding and Gateway Signage System:
 - Draft concept designs for gateway, directional and site identification signage have been submitted for review, as well as a map detailing proposed locations. These will be presented to Council at a later date.
 - Different pricing scenarios have been put forward. The most comprehensive has an estimated total cost of \$301,135 plus HST.
 - Other scenarios propose a reduction to the size and/or the number of signs, thus in turn reducing the overall price.
 - Project timeline – 2023-24

Housing Action Plan:

- Three parcels of land have been purchased. Currently finalizing the purchase of a fourth parcel, adjacent to the Havelock Community Centre.
- Draft RFP for use with potential developers is currently under development. Recommended approach would see all municipal parcels available for development included in same RFP so as to lure prospective developers over the long term.
- SHS also working on draft recommendations for the Villa and daycare.

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.

Meteghan Sewer Extension – Sunset Road:

- **No substantial change from April 20, 2022, CAO Report**
- 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.

Clare Transfer Station:

- Repairs stemming from fire damage are ongoing:
 - Loader has been repaired and is back on site. Invoice for repairs was \$48,065 plus HST
 - First claim has been submitted to insurance company covering lighting and electrical, exhaust fans, doors, loader repairs and equipment rentals
 - Facility to be pressure washed late this month
 - Waiting on quote for repairs to damaged girt, exterior wall, ceiling insulation, and windows.
- **As for storage building application, no substantial change from April 20, 2022, CAO Report**
- Application for the new 30' x 50' storage building, and fire alarm system has been submitted for consideration under the GoC's Investing in Canada Infrastructure Program – Green: Environmental Quality stream.
- The maximum allowable contribution is 73.33%.
- Total project cost is \$294,862 plus HST.

Track and Field:

- Project remains at 70% completion.
- The Municipality met with the project managers and the contractors earlier this week to discuss re-mobilization plans. Site work is scheduled to recommence May 17th. Mostly landscaping, fencing, curbing, and other minor works.
- Asphalt is slated to commence mid-June, followed by a 30-day off-gasing period, and then installation of the rubberized surface.
- Forecast completion is likely August 2022.
- Price increase in asphalt and rubberized surface (both petroleum-based products) has led to a price increase. Awaiting on final confirmation for asphalt to confirm this amount. The Municipality and US-A have agreed to absorb this overage.

Wentworth Park:

- Preliminary design concepts are underway.
- Meeting planned for later this week with Upland to review design plans and construction budget (not including washrooms).
- Contract for the removal of the old outhouses has been awarded to Gary Belliveau Construction and Excavation Ltd., following an invitational tender.
- Tender to cover all other work for washroom (concrete, accessible pathway, plumbing electrical, septic, water) is still being drafted, as building inspectors were away on courses for the better part of the last two weeks.

Firehole at CVC:

- **No substantial change from April 20, 2022, CAO Report**
- Grubbing complete.
- Existing hole has been cleaned out.
- Dry hydrant has been installed
- Fencing has been installed.
- Waiting on geotextile and gravel around the perimeter.

Multi-Use Court - Havelock Community Centre

- Application has been submitted for consideration under CCH's Recreation Facility Development Fund.
- Tender documents are being drafted.
- Awaiting details from the Province regarding possible public announcement.
- Total Estimated Project Cost – \$80,276 plus HST

Boundary Review

- Initial report for should be ready for review by the end of this week.
- Consultants have replicated the Stantec Online Survey for distribution.
- A few districts are out of parity so changes are being recommended.
- In terms of public engagement, the consultants only offering the one scenario for public engagement, to ensure that all the districts meet parity. The public and Council will be asked:
 - Do the recommended boundary changes impact your District?
 - Do you have any community feedback or experience that you can provide on the boundary changes?
 - Do you have any alternative suggestions or comments?
- Trying to schedule initial meeting with Council and C&D Community Design. Looking at early June, to possibly coincide with Council-in-Committee meeting.

2022 Travel Media Association of Canada (TMAC) Conference:

- The annual conference will be held in SW Nova from June 22-26, 2022.
- Over 100 travel media and industry representatives will participate.
- The Municipality's Tourism Manager, Larry Peach, has been very involved on both the Organizing Committee and the Tours Committee, and will also be attending the conference as a participant.
- There are 3 Pre and Post Tour itineraries involving Clare i.e., Acadian Immersion (Clare/Argyle), Flavors of SW tours (Clare/Digby) and Lighthouses Photography (SW NS)
- Larry will also be a driver/guide for Acadian Immersion Pre and Post Tours held before and after the conference.
- There will be significant social media coverage during the conference and print and online media coverage afterwards for 1-2 years.

Culinary Enhancement Program for Clare/Argyle:

- Following discussion with ACOA, the Municipality submitted a proposal to the Agency's Main Streets Program on April 29, 2022, for the creation of a mentorship program between local restaurants and the Kilted Chef. Project also includes marketing support for restaurants based on mentorship recommendations.
- Total project cost is \$69,874. Possibility of 100% funding.
- The Kilted Chef is tentatively scheduled to visit Clare and mentor several restaurants (6 to 10) from August 7-10.
- Larry Peach / Renee Blinn (CDENE) will recruit the Clare restaurants. Kilted Chef to do two live shows in Clare
- Application also includes marketing support for farmers and art markets

FINANCIAL:

- As of April 30, 2022, the Municipality had a balance of \$33,792 in its operating fund, \$7 in its capital fund and a total reserve balance of \$6,438,383. The total reserve balance can be broken down as follows:
 - Operating reserve - \$1,825,495
 - Capital reserve - \$3,476,190
 - Landfill closure reserve - \$335,789
 - Gas tax reserve - \$800,909