

Chief Administrative Officer's Report

December 20, 2024

PROJECT FILES:

Clare Health Centre:

- NS Power has signed off on the upstairs.
- Fire alarm verifications are complete.
- Consultant walkthrough (mechanical, electrical, architects) occurred earlier this week.
- All the required paperwork for partial occupancy has been submitted to the Municipality's Director of Public Works.
- Final set-up of new offices is ongoing.
- New space expected to be open to the doctors and the public on January 2, 2025.
- At this time, focus will shift to completing the bottom floor.

Meteghan Sidewalks:

- Project is nearing completion.
- Section A (new sidewalk):
 - Curbing is complete
 - Framing of sidewalks and pouring of concrete is complete.
 - Asphalt reinstatement along the curb is complete.
 - Topsoil to be added shortly. Sod likely delayed to next Spring.
- Section B & C – Complete.
- Final walkthrough with project engineers is scheduled for December 19th.

Clare Veterans Centre (CVC):

- The CVC suffered serious damage as a result of the high winds on December 11th / 12th.
- No injuries to report.
- No damage to the slab.
- Only the wooden structure has been impacted.
- 13 trusses to be replaced.
- Some parts of the walls may be salvageable. Waiting on results of the assessment.
- Remaining materials on site were not damaged.
- Department of Labour has been contacted.
- Impact to the schedule is estimated at 1 month.
- Impact to be budget is being assessed. Expecting a briefing from Bird / Grey Cardinal shortly. (CCDC – 5B)

Meteghan Sewer Extension – Sunset Road:

- Following discussions with the developer for Sunset Road, project scope has been amended to focus on a new housing development in Meteghan, led by a different developer, and including necessary WWTP upgrades.
- The Province appears amenable to the proposed scope changes.
- All necessary documentation is currently being prepared and will be submitted in the next 1-2 weeks in order to formalize the aforementioned amendment.
- Project budget to remain unchanged.
- Total project cost is \$1,558,000.
- Total ICIP contribution of \$1,142,533 (73.33%).
- Total municipal contribution \$415,467.

Clare & Argyle Acadian Tourism Development Project

- Project is advancing as per schedule.
- The 17 vignettes for Clare are complete. 17 of 22 for Argyle / Yarmouth are complete. The remainder will be finalized during the winter for a Spring 2025 launch. This includes a reshoot of some drone footage and some audio retakes scheduled for late January
- As of late November, the total QR scans for all panels was 1,145. The total number of users was 858.

LUB and MPS Review:

- Municipal staff have reviewed the draft LUB and MPS. Comments and proposed revisions have been submitted to Stantec.
- A virtual meeting with Stantec has been scheduled for December 23rd to review and provide clarification (if required) regarding the aforementioned comments / proposed revisions.
- A copy will be provided for Council's review and consideration shortly following the December 23rd meeting with Stantec.
- Going forward, Stantec have provided us with the following proposed schedule:
 - November 2024 – MPS and LUB Drafts
 - November / December 2024 – Staff Comments and Review
 - January 2025 - Council Presentation on First Drafts
 - January 2025 – Open Houses
 - February / March 2025 – Public Hearing and Second Reading
 - March 2025 – Project Close Out

Fire Service Review:

- The consultant will be in the area from January 6th to the 11th, in order to meet with the individual departments in an effort to move this project forward.
- A schedule has been set up and agreed to by the CFFA and the Fire Chiefs
 - Jan. 6th - Salmon River
 - Jan. 7th – Meteghan
 - Jan. 8th – Hectanooga
 - Jan. 9th - Little Brook
 - Jan. 10th – Southville
 - Jan. 11th - Saint Bernard (AM) and Havelock (PM)

Housing – 15 Cottreau Road, Little Brook:

- The developer is still working through some permits and reports.
- The first two 1-bedroom units are now fully completed.
- The driveway permit for 15 Cottreau Rd has been approved by NS Public Works.
- Still waiting on plan approval from NS Power.
- The first Waterloo Septic Tank and holding tanks have been purchased from the installer (\$40k system).
- The developer has received their Efficiency Attestation Report confirming their units are 30% more efficient than building code. This report is required as part of their application to CMHC.
- They are also waiting on Class B cost estimates from Quantity Surveyor, as required per CMHC.
- Lastly, discussions are underway with the NS Department of Municipal Affairs and Housing of Nova Scotia in order to secure a letter stating what market rent data they have for our area. CMHC has no data for the area in their tables and is therefore using the provincial average, which the developer considers to be excessively low.

Housing - 8478 Highway 1, Meteghan:

- The developer is waiting on the driveway permit from NS Public Works.
- Nova Scotia Power and Bell Aliant have both been on site and have prepared their initial sketches for utility lines. Developer now waiting on surveyor to stake power pole locations.
- The first 2-bedroom unit exterior is fully completed with doors, windows, siding and roofing.
- Municipal staff remains engaged in terms of connection to the municipal wastewater system.

Financial:

- As of November 30, 2024, the Municipality recorded \$12,065,694 in revenues versus \$10,187,256 in expenses, for a surplus of \$1,878,438.
- As of November 30, 2024, the Municipality had a balance of \$5,449,679 in its operating fund, \$197,859 in its capital fund and a total reserve balance of \$3,547,650. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,538,007
 - Capital reserve - \$98,106
 - Landfill closure reserve - \$371,488
 - Gas tax reserve - \$20,476
 - SSGF reserve - \$519,573
- LOC (CHC) - \$0 (Closed)