

Chief Administrative Officer's Report

November 20, 2024

PROJECT FILES:

Clare Health Centre:

- Efforts continue to focus on main level so as to allow the space to be turned over.
- Most of the major items - painting, elevator work, controls, electrical fixtures, manufacturer start-ups, and NS Power Inspection - are expected to be completed by the end of November.
- Signoff on remaining deficiencies (architectural, mechanical, and electrical) are expected by the end of November / 1st week of December.
- Building exterior (including extension of front parking lot) is also expected within this same timeframe.
- Final cleaning has been booked for the week of December 8, 2024.
- Turnover of first floor to doctors and CHC staff – December 15, 2024.
- Once complete, focus will shift to completing the bottom floor.

Meteghan Sidewalks:

- Project is advancing.
- Section A (new sidewalk):
 - Cross culvert installation is complete
 - Lost a week due to weather.
 - Curbing is now scheduled for November 20, 2024
 - Framing of sidewalks and pouring of concrete is expected late November / early December.
- Section B & C – Complete. A handful of minor deficiencies remain and are being addressed.
- Anticipated project completion – December 2024.

Clare Veterans Centre (CVC):

- Project is advancing nicely.
- No safety items to report.
- All foundation and under slab work is complete.
- Slab was poured on Friday, November 15th. Delayed a week because of weather.
- Framers are mobilizing to start this week.
- Windows scheduled for November 26th.
- All siding and materials expected to land onsite in 2 weeks.
- TP 02 - Footings, Foundation, and Superstructure – fully awarded.
- TP 03 – Mechanical, Electrical, and Interior Finishing – almost all awarded. Millwork, Painting, Washroom Accessories, Signage, and Landscaping remain.
- Anticipated completion date – June 2025

Meteghan Sewer Extension – Sunset Road:

- **To be discussed in-camera under Contract Negotiations.**
- Awaiting revised site plan from developer to finalize system design and prepare tender documents.
- 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.

Clare & Argyle Acadian Tourism Development Project

- Atlantex completed the installation of all 40 panels in July. 2 Argyle panels being remade.
- The 17 vignettes for Clare are complete. 13 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.
- New website is live (<https://eacadie.vox-dev.com/en/>). Updates are ongoing including new site photos. As of November 18, 2024, there were 37,514 hits.
- Top 5 webpages visited (all English pages)):
 - St Bernard Church = 426
 - Cape St Mary Lighthouse = 303
 - Cape Forchu = 291
 - Bangor Sawmill = 255
 - Ste-Marie Church = 119
- Top 5 QR codes scanned:
 - Cape Forchu = 142
 - Ste-Marie Church = 119
 - St Bernard Church = 106
 - Pointe a Major = 93
 - Cape St Mary's Lighthouse = 56

Fire Service Review:

- **To be discussed in-camera under Contract Negotiations.**
- Tender has been award to Emergency Management Group (EMG) in the amount of \$67,538 plus HST.
- Information gathering remains a challenge despite our collective efforts,
- I'll be speaking with Lyle Quan during the week of November 4th in terms of next steps. The goal remains to move this review forward in keeping with the stated scope of work.

Sustainable Communities Challenge Fund

- Project is progressing nicely
- Work on the chapel is complete.
- Stone deck and ramp to the chapel entry in complete.
- Stone walls around the cemetery are complete. Landscaping around the walls is complete.
- Site has been raised and proper drainage completed.
- All the new stone headstones have been installed.
- A metal cross is being constructed and will be installed at the west end of the cemetery.
- Seeding has been done (white clove).
- Plants natural to the area and approved by DNRR have been ordered for Spring 2025.
- Total project cost: \$147,771
- SCCF contribution: \$112,502
- Municipal contribution: \$33,269
- Société historique de la Baie Sainte-Marie contribution : \$2,000

LUB and MPS Review:

- The draft LUB and MPS have undergone Stantec's internal quality review process and is currently being reviewed by municipal staff.
- A copy will be provided for Council's review and consideration in December, following the municipal staff review.
- 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

Housing – 15 Cottreau Road, Little Brook

- Not a lot as far as updates since last month.
- The developer has been focused on ramping up production capacity.
- That said, they met with the Nova Scotia Power planner on site on October 30th to begin the application process. Bell owns the power poles on that road which means they are also involved in this process.
- 2 utility sheds destined for the Little Brook site have been constructed in the last 2 weeks. More to follow.
- The first 2-bedroom unit construction started this week. The developer plans to concentrate on 2-bedroom units for the next while.

Hectanooga Fire Hall

- Slab has been poured.
- Generator is in place. To be wired by the end of the week.
- Waiting on propane tank. Expected installation time 1-2weeks.

Tourism Information Session:

- The Municipality, in partnership with Tourism Nova Scotia, hosted a tourism information session for Clare stakeholders on November 13th.
- The session was called “Projects, Programs and Partnerships.” 20 participants representing the private and public sectors, including many festivals and events, were in attendance.
- Much of the discussion focused on what’s new for 2025 and on how the community can keep the momentum going from the successful CMA.
- Of note, the Festival acadien de Clare has big plans to celebrate its 70th anniversary with a larger, longer edition. Details TBD.
- Plans are underway to co-host a packaging workshop with Tourism NS during Winter 2025.

Capital Investment Plan 2025-26

- The plan is now due on December 19, 2024.
- A revised draft will be presented at the December 4 Council in Committee Meeting and later presented for approval at the December 18, 2024, Regular Meeting of Council.

Financial:

- As of October 31, 2024, the Municipality recorded \$11,844,257 in revenues versus \$9,230,476 in expenses, for a surplus of \$2,613,781.
- As of October 31, 2024, the Municipality had a balance of \$4,624,915 in its operating fund, \$532,554 in its capital fund and a total reserve balance of \$3,536,104. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,528,274
 - Capital reserve - \$97,743
 - Landfill closure reserve - \$370,114
 - Gas tax reserve - \$20,400
 - SSGF reserve - \$519,573
- LOC (CHC) - \$5,091,417