

Chief Administrative Officer's Report

April 16, 2025

PROJECT FILES:

Clare Health Centre:

- **Upper floor**
 - Essentially complete.
 - Windows dressings have been installed.
 - Bilingual signage has been shipped and will be installed shortly upon delivery.
 - A few paint touch-ups remain.
 - New procedures room is roughed in. Will only be finished once downstairs is complete.
- **Bottom floor**
 - Downstairs offices are complete.
 - Flooring has been installed (except for gym area).
 - Crews currently working on common room, change rooms, and gym space.
 - Project is scheduled for completion at the end of May 7, 2025.
- As of April 9th, the Municipality of Clare had near 100% resident attachment to primary care physician at the CHC. The current list had 71 people on it. Of those 71, 43 have been rostered. Messages have been left for the remaining 28.
- A new list is expected next week so these numbers will likely change somewhat.
- The CHC still has the capacity to roster new patients.

Clare Veterans Centre (CVC):

- Siding is finished on the south wall. Currently working on the west side to north end.
- Mechanical penetrations are flashed.
- Roofers on site installing underlay and strapping. Building is now "watertight".
- Electricians are on site running CCTV rough ins.
- Drywallers are on site to install rafter baffles.
- Floor polish to start this week.
- Lang Secure to arrive this week to pull wires for security cameras.
- Interior vapor barrier to start shortly.
- Project remains on schedule.
- Site visit for Council will be scheduled once interior of the building is a bit further along.

Meteghan Sewer Extension – Sunset Road:

- **No new developments since March 19th – CAO Report**
- The Province has approved the proposed scope changes. Developer has been advised accordingly.
- Meeting with Exp. was held on February 26th to discuss next steps.
- Exp. to conduct site visit shortly. Revised cost estimates to follow.
- 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.

Meteghan Sidewalks:

- The contractor will begin to address the few remaining deficiencies / landscaping items in May, including asphalt paving, drainage at civic #8008, manhole covers, landscape items, hydroseeding, select driveway entrances, etc.
- All project claims to the GoC and the Province are being finalized.

LUB and MPS Review:

- Council met with Stantec on April 9th for a review of the draft LUB / MPS.
- An open house will be scheduled in the next few weeks to allow for public comments / questions regarding the draft planning documents.
- In the meantime, a draft of these same documents will be forwarded to the Province for review and feedback (and to ensure compliance).
- Going forward, Stantec has provided us with the following proposed schedule:
 - April 2025 – Open House and Send Draft to NS Depart of Municipal Affairs
 - May 2025 – Public Hearing and Second Reading
 - June 2025 – Project Close Out

Washrooms – Joseph and Marie Dugas Park:

- Tender has been awarded to Mid-Valley Construction (1997) Ltd. in the amount of \$136,763 + HST.
- Project duration – May 5th to June 21st
- Whereas the washrooms will be fully accessible, an application for financial assistance has been submitted to the Community Accessibility Program offered by NS Communities, Culture, Tourism and Heritage. Still awaiting word.
- Temporary washroom facilities will be available to the public on site during construction.

Clare Acadian Tourism Experience Initiative 2025-27:

- Kaitlyn Hill has been hired for the Experience Coordinator position. Her start date is April 28, 2025.
- The Clare Acadian Tourism Experience Initiative 2025-27 aims to build on the momentum from the CMA 2024 by creating new and enhancing existing experiential tourism offerings in Clare.
- Will focus on events, culinary experiences, tours, workshops, and performances.
- Project also includes marketing focused on Atlantic Canada, Quebec, and International Markets (i.e., Louisiana, France, etc.).
- Total project cost: \$465,569
- ACOA application has been submitted. Amount requested \$298,323.
- Provincial ask: Events NS - \$15,000, Tourism NS - \$44,500
- Municipal contribution - \$102,746 (over two years)

Active Transportation Plan:

- **No new developments since February 19th – CAO Report**
- The Municipality has applied to the Province's Connect2 Program for funding assistance towards the completion of an Active Transportation Plan.
- The application deadline was February 14, 2025.
- The Connect2 Program provides grants of up to 75% to a maximum of \$50,000.

Fire Service Review:

- A revised document, incorporating both Council and CAO comments, has since been received.
- At this time, the fire service review is essentially complete, barring any further Council revisions and pending Council approval.
- Once adopted via formal motion of Council, the review will be circulated to the fire chiefs and the CFFA executive.

Financial:

- As of March 31, 2025, the Municipality recorded \$13,308,486 in revenues versus \$12,440,660 in expenses, for a surplus of \$867,826.
- As of March 31, 2025, the Municipality had a balance of \$2,748,116 in its operating fund, \$646,290 in its capital fund and a total reserve balance of \$3,955,377. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,568,636
 - Capital reserve - \$99,402
 - Landfill closure reserve - \$376,397
 - Gas tax reserve - \$388,974
 - SSGF reserve - \$521,968