

## **Chief Administrative Officer's Report**

**February 19, 2025**

### **PROJECT FILES:**

#### **Clare Health Centre:**

- **Upper floor**
  - Classroom and second procedure room nearing completion.
  - Paint and flooring complete.
  - Bilingual signage has been ordered. Awaiting delivery.
- **Bottom floor**
  - Downstairs offices (5) are nearly complete.
  - Crews currently working on common room, mechanical room and washrooms
  - Wiring and lights have been installed, except for washrooms and gym area.
  - Prime painting complete.
  - T-bar grid and rough-ins are complete.
  - Fire alarm completed.
  - Mechanical work is ongoing.

#### **Clare Veterans Centre (CVC):**

- Bird is trending ahead of schedule and has completed all remediation work (and caught up on work) as of February 1<sup>st</sup>.
- The prebuilt roof sections, with the exception of the gallery area, were raised by crane and installed on February 12<sup>th</sup>.
- Window installation to start this week (weather permitting).
- Siding materials to arrive on site this week.
- Roofing contractor to start after cladding membrane is installed.

#### **Meteghan Sidewalks:**

- **No new developments since January 22<sup>nd</sup> - CAO Report.**
- Final walkthrough with contractor, project engineer, and municipal staff was conducted on December 19, 2024.
- Project has been deemed substantially complete.
- Sidewalk 1: The widening and resurfacing of the 2km of sidewalk along Highway 1 are complete.
- Sidewalk 2: The widening and resurfacing of 0.8 km of sidewalk along the Peter Dugas Road are complete.

- Lastly, the construction of the 1 km of new sidewalk is complete, with a few minor deficiencies to address and landscaping items to complete. These are weather dependent and have been scheduled for completion early next Spring.

#### **Meteghan Sewer Extension – Sunset Road:**

- Following discussions with the developer for Sunset Road, the 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 has approved the proposed scope changes.
- Meeting with Exp. is scheduled for next week to finalize project plans and revise cost estimates.
- 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.

#### **LUB and MPS Review:**

- Municipal staff comments have been incorporated into the draft LUB and MPS.
- A copy has been provided for Council's review and consideration.
- Going forward, Stantec has provided us with the following proposed schedule:
  - March 2025 - Council Presentation on First Drafts
  - March 2025 – Open House
  - April 2025 – Send Draft to NS Depart of Municipal Affairs
  - May 2025 – Public Hearing and Second Reading
  - May 2025 – Project Close Out

#### **Fire Service Review:**

- The consultant was in the area from January 6<sup>th</sup> to the 11<sup>th</sup>, in order to meet with the individual departments in an effort to move this project forward.
- The meetings went very well, and the consultant was able to gather the necessary information to complete the review.
- An online survey was launched on January 27, 2025, and made available to all firefighters within the Municipality via the CFFA. The cutoff date for the survey was February 16, 2025, at which time a total of 38 responses had been received.
- At the recommendation of the Fire Marshal's office, the consultant is currently meeting with a handful of fire departments throughout NS.
- A draft report is expected for Council's review by mid-March 2025.

### **Clare Acadian Tourism Experience Initiative 2025-27:**

- **No new developments since January 22<sup>nd</sup> - CAO Report.**
- 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.
- This two-year initiative 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:**

- 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.

### **Grants to Organizations:**

- The intake period for the Municipality's 2025-26 Grants to Organizations program is now open.
- Forms are available on our website ( [www.clarenovacotia.com](http://www.clarenovacotia.com) ) and at the municipal office.
- The deadline for applications is March 21, 2025.

### **Washrooms – Joseph and Marie Dugas Park:**

- Building design has been completed.
- Specifications are being finalized.
- Once complete, the tender will be issued with the goal of having it awarded in late March / early April.
- 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.

### **Municipal Tax Sale**

- Scheduled for Saturday, March 1<sup>st</sup> at 10:00 am at the Little Brook Fire Department.
- As of today, 25 properties remain on the tax sale.

**Financial:**

- As of January 31, 2025, the Municipality had a balance of \$2,731,495 in its operating fund, \$379,692 in its capital fund and a total reserve balance of \$2,932,664. The total reserve balance can be broken down as follows:
  - Operating reserve - \$1,745,002
  - Capital reserve - \$98,762
  - Landfill closure reserve - \$373,975
  - Gas tax reserve - \$194,136
  - SSGF reserve - \$520,789