

Chief Administrative Officer's Report

January 22, 2025

PROJECT FILES:

Clare Health Centre:

- Partial occupancy permit (i.e., main floor) has been granted.
- Doctors have moved into the new offices.
- Deficiencies list is being addressed following consultant walkthrough (mechanical, electrical, architects).
- Focus has now shifted to completing the bottom floor.
- The new downstairs offices (5) are nearly complete.
- Grey Cardinal is currently reviewing the updated schedule (as provided by Rikjak Construction) and hopes to provide an accurate completion date next week.

Meteghan Sidewalks:

- 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.

Clare Veterans Centre (CVC):

- The CVC suffered serious damage as a result of the high winds on December 11th / 12th.
- Debris has since been removed.
- Framing has once again commenced and is progressing nicely.
- Trusses expected to start going up next week.
- Building expected to be weather tight within two weeks (weather dependant).
- Impact to the schedule is estimated at 6 weeks.
- Impact to the budget is being assessed. Costs to be covered by the builder's insurance.

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 has been submitted. Ministerial approval is required. A formal response is expected shortly.
- 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. 21 of 22 vignettes for Argyle / Yarmouth are complete.
- Official launch of the vignettes is expected in April or May 2025.

LUB and MPS Review:

- Municipal staff have reviewed the draft LUB and MPS. Comments and proposed revisions have been submitted to Stantec.
- Staff is currently reviewing the Subdivision By-Law to ensure consistency with the proposed LUB.
- A copy will be provided for Council's review and consideration shortly, following staff's next meeting with Stantec.
- Going forward, Stantec has 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
 - February 2025 – Open Houses
 - February / March 2025 – Public Hearing and Second Reading
 - March 2025 – Project Close Out

Fire Service Review:

- The consultant was 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.
- The meetings went very well, and the consultant was able to gather the necessary information to complete the review.
- An online survey open to all firefighters within the Municipality is being prepared and will be launched in the coming weeks.
- A draft report is expected for Council's review by mid-March 2025.

Clare Acadian Tourism Experience Initiative 2025-27:

- 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 is looking at the Province's Connect2 Program for funding assistance towards the completion of an Active Transportation Plan.
- As per the program guidelines, an EOI must be submitted by January 13, 2025. If approved, applicants may proceed to a formal application with a deadline of February 14, 2025.
- The Municipality's EOI was submitted to the Province by January 13th and approval to proceed to formal application was subsequently granted.
- The Connect2 Program provides grants of up to 75% to a maximum of \$50,000.
- Work on the formal application is underway.

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) and at the municipal office.
- The deadline for applications is March 21, 2025.

Language Policy:

- The Office of Acadian Affairs and Francophonie (OOAF) reached out to see if we had other project initiatives we wanted to put forward for consideration under *l'Entente Canada-Nouvelle-Écosse sur les services en français*.
- Any project put forward would have to be completed by March 31, 2025.
- Two project ideas were put forward:
 - The development of a language policy
 - The development of a communication plan

- These project ideas have been identified by the Municipality for some time but never formally pursued due to competing priorities and the availability of staff resources.
- Both are interrelated and deemed eligible as per the OOAF. However, the March 31, 2025, deadline makes the completion of a formal communication plan impossible.
- That said, following a January 21, 2025, meeting with the OOAF, the Municipality will be pursuing the completion of a language policy (with the support of the OOAF).
- To that end, an RFP will be issued shortly.

Financial:

- As of December 31, 2024, the Municipality recorded \$12,394,827 in revenues versus \$11,358,533 in expenses, for a surplus of \$1,036,294.
- As of December 31, 2024, the Municipality had a balance of \$3,897,567 in its operating fund, \$453,591 in its capital fund and a total reserve balance of \$3,751,732. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,546,351
 - Capital reserve - \$98,428
 - Landfill closure reserve - \$372,709
 - Gas tax reserve - \$214,074
 - SSGF reserve - \$520,170