

Chief Administrative Officer's Report

By CAO Stéphane Cyr
September 21, 2022

PROJECT FILES:

Internet:

- Overall, everything remains positive. Feedback from customer base has been very good.
- 920 + customers after 19 months of installs.
- The network build was essentially completed in late July.
- The following remaining areas are mostly in troublesome make ready zones (where not much progress was made by NSP in July/Aug/early Sept):
 - **158 Lake Doucette Rd and upwards, including the eastern portion of Beaver River Rd, Cornings Lake Rd, & Porter Rd** – the fibre has been placed and splicers will return in early October to complete this work. Cottage Lane and Doctors Lane will be sometime afterwards as they were not in the original make ready plan.
 - **3040 – 3295 Hectanooga Rd** – to be completed as time permits this fall. There are only 2-3 inhabited homes here and there are other to-be-completed sections that will have higher number of connections available.
 - **15 – 109 Cranberry Lake Rd** – Make ready was finally completed last week. Strand being run this week and fibre placement/splicing on the week of October 3rd.
 - **2500 – 3019 Norwood Rd** – Make ready in final stages of completion. Looking to run strand and fibre first half of October
 - **1572 Saulnierville Rd – end of Eel Lake Dr** – Make ready ideally completed by late October and construction being completed early November
 - **4488 – 4633 Second Division Rd** – waiting for easement issue to be resolved at 49 Blan Co Bell Rd before construction can be completed. Mainland isn't confident estimating a timeline. They are however completing a partial portion of this section this week, but it won't provide connectivity to the end of the road unfortunately.

- **St Bernard Firehall** – hoping to get poles placed near the end of month or beginning of October. Once the poles are placed, it should only be a few days of work to get this built and the firehall connected.
- Mainland is estimating the project should be 99% completed by late November.
- In terms of the Municipality's original \$2.45M contribution towards this project, only 3 instalments of \$100,000 each remain. These are scheduled for September and December 2022 and March 2023.

Clare Veterans Centre (CVC)

- **To be discussed under New Business – Item 12.6**
- During a virtual meeting on August 11th with representatives from the Green and Inclusive Community Buildings program (GICB), the Municipality was asked to update its numbers and increase its proposal from roughly \$2.3M to \$3M (the max. allowable under this particular program stream), in order to account for inflation and rising construction costs. Doing so would mean 80% federal funding or \$0.20 dollars, the maximum allowable (excellent leveraging).
- Although the individual in question was clear that they were not the one making the final funding decision, they indicated announcements would likely come down in October and strongly recommended the Municipality increase its numbers now and get these in quickly given that it cannot go back for additional funds once the project is approved
- In order to do so (and apply for the full \$3M), the Municipality would need to increase its original contribution by \$62,557, from \$537,443 to an even \$600,000, in order to equal 20% and maximize available project dollars.
- The CAO strongly recommends moving forward with this increase given recent conversations with GICB.
- Invitations have been sent to the Chiefs of both the Meteghan and Little Brook Fire Departments to meet on site to discuss proposed plans for needed work to the firehole.

Clare Health Centre:

- Awaiting the tender package from DSRA. Internal delays with DSRA have set us back.
- Once issued, we expect to have the tender open for 4 weeks.
- Will follow-up with the Province once tender has been issued.
- A second tender for project management services to be released shortly.

Tourism Public Spaces

- Invited by ACOA to submit concept papers for both Joseph and Marie Dugas Park and Cape Saint Mary Lighthouse Park. These concept papers are essentially a pre-cursor to the formal application.
- Spoke with representatives from PCH. Good discussion but not a fit under their current programming.
- Waiting on direction from the Province of NS as to which department(s) to approach with concept paper.
- Wayfinding and Gateway Signage System deferred to 2023.
- **Joseph and Marie Dugas Park and Pointe-à-Major:**
 - Preparing necessary permits for the NS Department of Natural Resources and Renewables for both sites.
 - The anticipated costs for this tourism infrastructure project, as included in the capital budget and including the non-rebated portion of the HST, is \$1.95M.
 - The proposed funding mix, as recommended by the CAO, is 50% federal, 25% provincial and 25% municipal.
- **Cape Saint Mary Lighthouse Interpretive Centre:**
 - Varcon is finalizing design and pricing for viewing platforms. Current estimate is \$372,531 plus HST.
 - Cost for building rehab plan and exhibit plan for the ground floor has been estimated at \$158,000 plus HST.
 - Cost for new exterior railing and door on top of lighthouse, as well as the replacement of interior railings and ladders, has been estimated \$57,000 plus HST.
 - Design focuses on the fishing industry including vintage lobster traps, a ¼ replica of a barchette, tuna fishing memorabilia, lighthouse lens/foghorn, and visitor information.
 - Total project cost estimated at \$587,531 plus HST.
- **Wayfinding and Gateway Signage System:**
 - Concept designs for gateway, directional and site identification signage have been created by Denise Saulnier Design and Trivium.
 - Content and sizing currently under review.
 - Cost-to-build budgets expected by September 1, 2022.
- Project is substantially complete (i.e., Phase 2). Final completion, including submission of final claim, expected in early October 2022.

Housing Action Plan:

- **No substantial change from June 15, 2022, CAO Report.**
- Request for Expressions of Interest (REOI) is ready to be issued as soon as our land acquisitions are finalized.
- Recommended approach would see all municipal parcels available for development included in same REOI so as to lure prospective developers over the long term.
- Three parcels of land have been purchased. Currently finalizing the purchase of a fourth parcel, adjacent to the Havelock Community Centre.
- Purchase of the fourth parcel likely won't be finalized until August 2022 because of the need to apply under the Quieting of Titles Act for the Havelock Community Centre.
- REOI will also include the two elementary Schools – Joseph Dugas and Stella Maris

Meteghan Sewer Extension – Sunset Road:

- **No substantial change from April 20, 2022, CAO Report. Expecting to receive word in October 2022.**
- Application has been submitted for consideration under the GoC's Investing in Canada Infrastructure Program – Green: Environmental Quality stream.
- Under this program, municipalities can apply for:
 - Upgraded wastewater treatment or collection infrastructure.
 - Upgraded drinking water treatment and distribution infrastructure; and
 - Better capacity to reduce or address soil or air pollutants.
- The maximum allowable contribution is 73.33%.
- Total project cost is \$1,493,400 plus HST.

Meteghan Sidewalks:

- **No substantial change from April 20, 2022, CAO Report**
- Application has been submitted for consideration under the GoC's Active Transportation Fund. Awaiting response.
- Under this program, municipalities can apply for eligible active transportation projects (including sidewalks). The maximum allowable federal contribution is 60%.
- Total project cost is \$1,591,009 plus HST.

Multi-Use Court - Havelock Community Centre

- Construction of multi-use court is essentially complete. Waiting on confirmation of date for line painting.
- As of yet, no date has been scheduled for the grand opening event.
- Total Estimated Project Cost – \$80,276 plus HST
- Quieting of Titles Act is complete. Now consolidating parcels.

- Land purchase from adjacent landowner to be concluded in the next 1-2 weeks.

Clare Transfer Station:

- Sitework & foundation for the new storage building are complete.
- Trusses are expected on September 24th. Once they arrive, wood construction will begin.
- The remaining repairs to the transfer station (as a result of the fire) will also be completed by Garian Construction Ltd., in parallel to the new building construction.

Track and Field:

- Project is complete.
- Claims submitted for 90% of expenses.
- 10% holdback to be released 60 days following August 17, 2022. Final claim to be submitted shortly thereafter.
- US-A currently exploring lighting options for the field and will inform the Municipality accordingly.

Wentworth Park:

- **No substantial change from July 20, 2022, CAO Report**
- The site has been rid of the old outhouses, including removal of the tanks.
- Upland met with staff in June to propose a number of enhancements to the park.
- In order to proceed with construction cost estimates, a decision on the washroom needs to be made. A washroom with electrical, plumbing, a well and septic is estimated to cost upwards of \$100,000 and would leave approximately \$130,000 in the construction budget for other improvements/development. A composite building like the ones the Municipality has in its other parks would come in at a much lower price, approximately \$30,000, and could include a changing room and some storage.
- At the direction of Council, staff will proceed with the lower cost, composite alternative currently being used elsewhere within the Municipality.
- Other project components that are being considered include improvements to the boat launch area (drainage), a floating dock with kayak launch, a smaller floating dock with access from the parking lot, an accessible walkway, picnic tables, hammocks, storage units (for our kayaks and other supplies, equipment, etc.), a playway; all with a natural theme and an emphasis on wood, local artisans, and reusing felled trees when possible.
- A more detailed concept plan with associated costs will be presented to Council in the Fall.

Boundary Review

- Community consultation is scheduled for 6:00 pm on September 29th at the municipal office.
- On-line survey is ongoing and will remain open to the public until shortly after the aforementioned public consultation.

Culinary Enhancement Program for Clare/Argyle:

- The creation of a mentorship program between local restaurants and the Kilted Chef. Project includes marketing support for restaurants based on mentorship recommendations.
- Project also includes marketing support for farmers markets and art markets
- The Kilted Chef visited Clare and mentored several restaurants from August 7-10th.
- La Cuisine Robicheau, Le Ptit Robicheau, Ecole Dans L'Anse, Les Beaux Vendredis, Inclusion Clare (3 international participants), Corberrie Cider and Brulerie du Vieux Moulin
- Coordinated VIP pilot for Shane Robicheau's "Dine on Ocean Floor" new seafood culinary experience held on Friday, August 26 at low tide behind Cuisine Robicheau. 12 participants including local residents/influencers, foodies, Taste of NS representative, travel bloggers from Quebec and NS, as well a Tourism NS media representative to help promote experience. Photos/videos taken will be used for promotion and to bring this experience to market in 2023.
- Now coordinating Argyle component of mentorship program with The Kilted Chef for October 10-12th.
- Total project cost is \$69,874.
- Funded 100% via ACOA's Main Streets Program.
- Press release to be issued shortly.

Terra Fondo:

- Second annual Terra Fondo took place on Saturday, September 17th.
- The event was considered a success. Feedback so far has been very positive. Participant survey going out on September 22, 2022.
- 130 registrations (compared to 70 in 2021)
- 113 NS (including 50 HRM, 25 Clare), 16 Canada (14 from NB) and 1 Austria.
- The Terra Fondo is a community partnership between the Municipality, Association Sentier Clare Rail to Trail Association and Sou'West Nova ATV Association.
- 2 routes: 72 km and 24 km; start and finish at Clare Golf & Country Club.

FINANCIAL:

- As of August 31, 2022, the Municipality has recorded \$9,277,013 in revenues versus \$4,730,371 in expenses, for a surplus of \$4,546,642.

- As of August 31, 2022, the Municipality had a balance of \$4,756,610 in its operating fund, \$1,642,199 in its capital fund and a total reserve balance of \$3,284,958. The total reserve balance can be broken down as follows:
 - Operating reserve - \$1,616,148
 - Capital reserve - \$634,015
 - Landfill closure reserve - \$337,642
 - Gas tax reserve - \$697,153