

**Chief Administrator's Report**  
**By CAO Stéphane Cyr**  
**February 20, 2018**

**PROJECT FILES:**

**Church Point Sewer Treatment Plant (\$198,628)**

- All three (3) panels have been delivered, installed and fully commissioned.
- The project was completed roughly \$54,088 under budget.
- These significant cost savings will be applied to the purchase and installation of a SCADA system. This system is fully scalable and will allow for better supervisory control and data acquisition.
- The Province of NS has approved this purchase.
- Our waste water treatment plant in Belliveau Cove currently has a Scada system which can be accessed via phone line or Internet. Our goal with the proposed scope expansion would be to collect the information from the 3 lift stations (already upgraded in this project) and relay it to Belliveau Cove via our Meteghan and Church Point plants. This is an enabling project which will greatly facilitate our ongoing monitoring activities.

**Sewer Extension – John Thibodeau Road (\$557,000)**

- See Council minutes of February 21, 2018

**Cultural Hub Project (\$200,000)**

- As previously discussed, the application for additional funding from ACOA in the amount of \$30,000 is currently being developed. This incremental funding is conditional upon matching funding from the Municipality.
- This funding will focus mostly on interior work – crack-filling, painting, lighting, etc. – as well as compliance issues relating to the fire code. Specs have been developed and the tender will open tomorrow. This tender will be conditional upon approval of funding.
- Pricing is being sought for exterior signage. This signage will be consistent with the design of the building, including the blue roof.

### **Clare 250th (\$74,600)**

- A list of 250 Things To Do in Clare for 2018 has been prepared. Will be included as a bilingual checklist in the back of the 2018 Clare Visitors Guide. In March, a more detailed 250 Things To Do blog will be launched.
- Received 14 image submissions from local artists for the Clare 250th Commemorative Wine labels
- Presented the 250 Legacy project proposal to Council on February 7th for the development of a “Grosse Coque” / “Big Clam” outdoor exhibit. Preparing an expression of interest document with CAO.
- Other upcoming activities include: a re-enactment of the signing to the sermon of allegiance, Clare dans un soir 2, Canada Day celebrations, a re-enactment of the arrival of Joseph Dugas, a photo display, a wine and cheese, the opening of the Cape St. Mary Lighthouse Park, etc.
- Following a meeting with NS Office of Acadian Affairs and la Francophonie, an application for funding in the range of \$20k-\$30k is currently being drafted for their consideration.

### **Cape St. Mary Lighthouse (\$167,025):**

- Website design and content development are well underway. Site will be live once opening date is established.
- The names/dates/ages format for the Monument has been finalized and the layout is in final proof with Heritage Monuments prior to engraving.
- Official opening of the park will be held during the week of May 14th, under the Clare 250<sup>th</sup> banner.

### **Belliveau Cove Development Commission:**

- See Committee of the whole minutes from February 7, 2018

### **St. Bernard Fire Department:**

- See Council minutes of February 21, 2018

### **Clare Veterans Centre:**

- Currently preparing specs with the goal of going to tender in late March. The tender will be conditional on funding from both the Federal and Provincial government.
- Once the tender has closed, a priority list of proposed renovations will be presented to Council for its consideration. If approved, this list will form the basis for the Municipality's project funding application.
- New infrastructure programs are expected to be launched in April (or later).

### **Major Point Road:**

- As per Council's request, the estimated cost to each land owner for upgrading Major Point Road to TIR standards has been calculated and forwarded to the groups spoke persons, Gerard Pothier and Peter Evans, on December 22, 2017.
- No response as of yet from the group.

### **Boundary Review:**

- See Council minutes of February 21, 2018

### **Gran Fondo:**

- As of February 20, 2018, we have 101 registrations including 26 from out of province.
- Distributed February email newsletter including our winter promo to 1,507 subscribers
- Coordinating the design of a Map-Brochure for 2018 & 2019 with updates to text, photos and map. Will print 10,000 copies (2-year supply).
- Partnering with Gran Fondo Forillon (Gaspésie) on cross-promotional opportunities
- Received confirmation of funding from Tourism Nova Scotia for Digital Marketing (\$5000) for 2018/19
- Accommodation Sponsors: 2 of 4 back on board for \$400: Admiral Digby & ABCC. Pines declined. Rodd Grand: haven't connected with the new manager.

### **Meteghan River Sewer Extension**

- The project is complete, all expenses have been paid and we are some \$80,000 under budget.
- Rather than leave money on the table, we are proposing to purchase a larger pump and replace the outfall pipe for the Meteghan Sewer Treatment Plant.
- Currently awaiting approval from the Province of NS to proceed with these purchases.
- The need for the larger pump for the wash tank arose from our transition to a geotube system. As the bags fill, it creates a back pressure which in turn puts greater strain on the pump.
- The 900' outfall pipe is old and collapsing under the shifting rocks. We had previously flagged this issue and scheduled the pipe for replacement this year or next.

### **FINANCIAL:**

- As of January 31, 2018, the Municipality has recorded \$8,419,422 (93.5%) in revenues versus \$6,802,763 (75.4%) in expenses, for a net income of \$1,616,659 (18.1%).
- As of January 31, 2018, the Municipality has a balance of \$1,403,801 in its general account, \$265,068 in its capital fund and a total reserve balance of \$4,013,685
  - Operating reserve - \$439,750
  - Capital reserve - \$2,643,525
  - Landfill closure reserve - \$318,243
  - Gas tax reserve - \$612,167

### **INTERNAL:**

- The 2018-2019 budget exercise is currently underway. Departmental budgets are expected to be submitted by February 28<sup>th</sup>, 2018.
- March 30, 2018 has been established as the deadline for applications under the 2018-2019 Grants to Organizations Program. The application form is currently on the municipal website and ads will appear shortly in both the Clare Shopper and the Courier.
- Performance evaluations are set to commence shortly with the goal of having these completed by March 30, 2018.

- **Meetings since January 17, 2018:**
  - Craig Smith (TIR) – January 23, 2018
  - Management Team Meeting – January 23, 2018
  - President and Treasurer of Transport de Clare – January 25, 2018
  - Public Consultation re: Boundary Scenarios – February 6, 2018
  - Richfield Fire Department / CFFA – February 8, 2018
  - YASTA Consultation / Meeting – February 14, 2018
  - Conference call with EDC – February 16, 2018
  - WREN – Investment Opportunities & Strategies Implementation – February 20, 2018
  - Business View Magazine – February 21, 2018
  
- **Upcoming meetings of note:**
  - Municipal Units / Environment Canada Representatives re : Doppler Radar – February 27, 2018
  - AMA Western Regional Meeting – March 9, 2018
  - Tax Sale – March 10, 2018