

**Chief Administrative Officer's Report**  
**By CAO Stéphane Cyr**  
**January 20, 2021**

**PROJECT FILES:**

**Ecoparc:**

- The field activities for the Phase II ESA started on Monday of this week.
- Assuming all goes well, and all field activities are completed this week, Woods will submit soil and groundwater samples to the laboratory next Monday.
- The lab has a 2 week turn-around time before sample results are returned to Woods.
- A draft report will be issued 4 weeks (i.e., first week of March) following receipt of the sample results, assuming the lab does not encounter any delays.
- The final report will be delivered within two weeks of receiving comments from the Municipality.

**Tourism Public Spaces Development and Improvement**

- Draft conceptual plans for all sites included in this project were reviewed by the CAO, Tourism Manager and Recreation Manager on December 9<sup>th</sup> and feedback provided to the consultants shortly thereafter.
- The revised plans will be presented to Council for review on January 27<sup>th</sup>.
- Cost estimates and specifications are also being developed.
- The consultants will be returning to Clare to present these plans to key stakeholders. Format and dates are TBD.
- Project is progressing as planned and remains on track to meet the February 28<sup>th</sup> deadline

**Clare Veterans Centre (CVC)**

- Rhad, and all related sub-trades (i.e., engineers, cost estimator, etc.) are working on finalizing the needed design work, including specifications, to move this project forward. Site visit was conducted on January 18, 2021.
- Estimated completion for this phase of the project is March 2021.
- Staff is currently revising project application, including project elements and price quotes, with the goal of presenting to Council at the March 3, 2021 Council-in-Committee meeting

## **Welcoming Communities / Communautés accueillantes :**

- Marc-Alexandre Lagacy began working as Cultural Animator with la Société acadienne de Clare and is helping with the preparation of a welcome kit and other community projects.
- A partnership has been formed with US-A to establish local immigration-level French classes. For the moment, the university only offers them through their Halifax campus and online, but both the university and CFA see the value in having a teacher on the ground in Clare to offer in-person French classes for immigrants.
- Attended national meetings on January 12 and 14, which allowed for CFAs across the country to discuss their successes and challenges. Two challenges that most communities share are the complexities of hosting activities and making connections during a pandemic and the difficulty of spending all CFA funds for 2020-21 fiscal year. We are forming ties with our fellow CFAs in the Atlantic region and across the country.
- Met with Kathleen d'Entremont Mooney of the WREN on January 19 to discuss potential partnerships and opportunities for working with the corporate sector.
- CFA de Clare will help promote this year's Févri-Art challenge, organized by Le Conseil des arts de la Baie, by offering art kits to new arrivals and to community members who would normally not have access to quality art supplies. The purpose of the event is for participants to create and share one piece of artwork per day throughout the month of February by means of a Facebook group. The goal of our participation in this event is for all residents, including our immigrant community, to participate and share in this online event together and to get to know one another.

## **Breakwater – Belliveau Cove**

- The job was started on November 19, 2020 and is progressing nicely.
- A total of 9,790 tons of armour stone have been placed thus far. An additional 3,710 tons is expected for project completion.
- Barring any unforeseen occurrences, project completion is now forecast for late January (or early February). Mild weather has been an important factor in allowing for an accelerated timetable.

## **Housing Action Plan:**

- The contract to develop the Municipality's Housing Action Plan was awarded to SHS Consulting at the December 16, 2020 Council meeting.
- The value of the contract is valued at \$37,270 plus HST. Of this amount, 75% is funded by ACOA.
- Since then, the CAO and Director of Community Development have met with SHS Consulting on two occasions to launch this exercise, review the statement of work and provide relevant information regarding the Municipality and the housing challenges it currently faces.

- An advisory committee comprised of municipal, community, and private sector representation has been established to aid SHS Consulting in the development of this action plan. Municipal representation is comprised of the Warden, the CAO, and the Director of Community Development. Representing the community will be André LeBlanc of the CDÉNE. Private sector will be represented by Gilles Theriault (A.F. Theriault & Son Ltd.), Frank Anderson (Riverside Lobster International Inc.), and a representative of Comeau Sea Foods Ltd. (to be confirmed). Meetings will be held bi-weekly.
- Project completion date has been set for March 31, 2021.

### **Asset Management :**

- **No substantial change from November 2020 CAO Report**
- Asset Management Cohort Program is complete. Awaiting final documentation from AIM.
- The Municipality's Asset Management Policy has been approved by Council.
- Application for funding assistance to help offset the cost of drafting the Asset Management Plan (80% up to a maximum of \$50,000) has been submitted.
- This is a highly sought after national program. FCM is processing an average of 30 applications per month.
- Currently processing applications 150 to 200. The Municipality's position is 491.
- No further action is required at this time. FCM will advise once they begin processing the Municipality's application.

### **Fast EV Chargers**

- EV Charger application has been sent to Natural Resources Canada
- If successful, this project application would yield 3 Level-3 EV Chargers (i.e., Fast EV Chargers) in the Municipality at the following locations:
  - Joseph and Marie Dugas Park
  - Clare Veterans Centre
  - Cape. St. Mary Lighthouse Park

### **Meteghan Sidewalks:**

- **No substantial change from December 2020 CAO Report**
- Project is advancing nicely
- Data collection, topographical survey and the base plan of existing conditions have all been completed.
- Engineers are currently preparing detailed design plans/profiles for the proposed sidewalks (complete with detail sheets) to standards of Nova Scotia Department of Transportation and Infrastructure Renewal.
- Able hopes to have 50% of its design review submitted to the Municipality by January 2021 in order to discuss the remainder of the plan and whether or not the Municipality would like to address any other issues within the scope of this project.

## **Track and Field Project**

- **No change from November 2020 CAO Report**
- Application was submitted to NS Department of Municipal Affairs on September 30, 2020 for consideration under the Rural and Northern Communities Infrastructure stream of the Investing in Canada Plan.
- The project is comprised of an 8-lane running track with rubberized surface, at the center of which will be a regulation size soccer field complete with artificial turf.
- Total project cost of \$3,488,705.
- Municipal contribution of \$400,000.
- Discussions to date have been positive. Currently waiting on confirmation of federal contribution.

## **Clare Health Centre:**

- Upgrade to energy efficient lighting is nearly complete. All exterior and interior lights have been replaced, with the exception of seven. These seven are expected to arrive next week.
- The generator, oil tank and transfer switch have all been ordered.

## **New Website:**

- The Municipality has launched its new and improved website.
- Retains the [www.clarenovascotia.com](http://www.clarenovascotia.com) address.
- More contemporary appearance and more intuitive user navigation.
- New functions include an enhanced event calendar that accepts public submissions and an emergency messaging system that alerts residents of any urgent situations or event cancellations.
- Easy to view on any device, including smartphones and tablets

## **FINANCIAL:**

- As of December 31, 2020, the Municipality has recorded \$9,074,489 in revenues versus \$7,526,316 in expenses, for a surplus of \$1,548,173.
- As of December 31, 2020, the Municipality has a balance of \$1,738,967 in its operating fund, \$151,557 in its capital fund and a total reserve balance of \$6,293,693. The total reserve balance can be broken down as follows:
  - Operating reserve - \$2,167,421
  - Capital reserve - \$2,802,553
  - Landfill closure reserve - \$332,472
  - Gas tax reserve - \$991,247