

Chief Administrative Officer's Report

**By CAO Stéphane Cyr
June 15, 2022**

PROJECT FILES:

Clare Veterans Centre (CVC)

- **No substantial change from September 15, 2021, CAO Report**
- Staff has reached out on November 8, 2021, for an update as to the status of our application. Unfortunately, Infrastructure Canada is not providing updates on applications currently under review, citing a high level of interest in the program and the need for ministerial review and approval.
- Funding application to the newly launched Green and Inclusive Community Buildings program (GICB) was submitted on May 4, 2021, and is still under review.
- Applicants with small and medium green and accessible retrofit projects to existing community buildings ranging in total eligible cost from \$100,000 to \$3 million are accepted on a continuous basis and funded on a first come, first-served basis.
- The total cost for the proposed CVC project is \$1,990,529 - \$2,330,280, depending on contingencies. Municipal contribution has been set at \$537,443.
- Cement slab for Smart Rink has been poured. Waiting on cement to cure prior to installing boards and synthetic ice. Installation is expected later this month.
- 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:

- Project is advancing nicely.
- Slight delay with the construction documents. DSRA had to increase the lift shaft dimensions to cater for a large enough lift that suits project requirements. This in turn required staff to do other minor design changes – i.e., room sizes for janitorial and mechanical rooms, change to air distribution strategy, etc.
- Architectural plans (with elevations, sections, and furniture layouts) will be submitted for review Friday June 17th
- 100% architectural construction document will be issued Wednesday June 29th. The engineering package will follow on July 5th.
- Tender will be issued first week of July, following receipt of the engineering documents.
- Meeting with the Honourable Michelle Thompson, Minister of Health and Wellness, has been tentatively scheduled for July 18, 2022.

Tourism Public Spaces

- Joseph and Marie Dugas Park and Pointe-à-Major:
 - Met with ACOA representative on June 7, 2022, to discuss possible funding application. Dialogue was positive. Currently working on concept paper.
 - Will reach out to Province of NS shortly regarding a possible application for funding.
 - 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. Staff to present for Council's consideration at the July 6 Council-in-Committee meeting
 - Cost estimate for building rehab plan and exhibit plan for the ground floor has been estimated at \$158,000.
 - 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.
 - Staff working on pricing for lighthouse lookoff.

- Wayfinding and Gateway Signage System:
 - **No substantial change from May 18, 2022, CAO Report**
 - Draft concept designs for gateway, directional and site identification signage have been submitted for review, as well as a map detailing proposed locations. These will be presented to Council at a later date.
 - Different pricing scenarios have been put forward. The most comprehensive has an estimated total cost of \$301,135 plus HST.
 - Other scenarios propose a reduction to the size and/or the number of signs, thus in turn reducing the overall price.
 - Project timeline – 2023-24

Welcoming Communities / Communautés accueillantes:

- It was recently announced that the IRCC will extend the Welcoming Francophone Communities pilot project by one year, terminating now in 2024. The Municipality of Clare will be granted an additional \$232,629 to run the project.
- In order to streamline our Welcoming Francophone Communities initiative and to make it more viable in the long term, it was decided that the Municipality of Clare would assume full responsibility of the project, under the Community Development department. The Société Acadienne de Clare has therefore become a partner moving forward but no longer a responsible entity in the project. Marc-Alexandre Lagacy (animateur culturel) now works directly for the Municipality of Clare for the remainder of his contract. His office is in the Rendez-vous de la Baie Welcome Centre.
- Marcel Saulnier was recently hired as Manager of the Rendez-vous de la Baie Welcome Centre under contract for the remainder of the project. He started on May 31. He will be working for the Welcoming Francophone Communities project and for Tourism under Larry Peach.
- We will be hosting our second annual Journées multiculturelles de Clare from June 24-27. As opposed to last year when activities were online and in person, this year's programming is completely in person. Details are available on the municipal website.

Housing Action Plan:

- 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**
- 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.

Clare Transfer Station:

- **To be discussed under New Business – Item 12.10**
- Repairs stemming from fire damage are ongoing:
 - Loader has been repaired and is back on site. Invoice for repairs was \$48,065 plus HST
 - First claim has been submitted to insurance company covering lighting and electrical, exhaust fans, doors, loader repairs and equipment rentals
 - Facility to be pressure washed late this month
 - Waiting on quote for repairs to damaged girt, exterior wall, ceiling insulation, and windows.
- **As for storage building application, no substantial change from April 20, 2022, CAO Report**
- Application for the new 30' x 50' storage building, and fire alarm system has been submitted for consideration under the GoC's Investing in Canada Infrastructure Program – Green: Environmental Quality stream.
- The maximum allowable contribution is 73.33%.
- Total project cost is \$294,862 plus HST.

Multi-Use Court - Havelock Community Centre

- **To be discussed under New Business – Item 12.9**
- Application has been submitted for consideration under CCH's Recreation Facility Development Fund.
- Tender documents are being drafted.
- Awaiting details from the Province regarding possible public announcement.
- Total Estimated Project Cost – \$80,276 plus HST

Track and Field:

- Harbourside Engineering (Brad McCrae) is on site to inspect the base gravel surface of the running track. Will remain onsite to inspect/test asphalt.
- Dexter Construction will be on site to place first lift of asphalt. Date set for June 15th, weather pending.
- Playteck (Lionel Aucoin) will also be on site to provide any assistance to Dexter with regards to asphalt placement.
- Dexter Construction to place second lift of asphalt on June 16th, weather permitting.
- Labosport (Laurent Lachaussee) on site to inspect the artificial turf. Turf Masters require a written sign off from the consultant that the artificial turf is accepted and ready for use.
- Turf Masters will conduct end-user training for the Groomer & Sweeper on June 15, 2022.
- Forecast completion is August 2022.
- Price increase in asphalt and rubberized surface (both petroleum-based products) To be discussed under New Business – Item 12.2.

Wentworth Park:

- Preliminary design concepts are underway.
 - Initial concept plan presented to staff in June (including recommendations for a play-way, boat launch and parking lot improvements)
 - Recommendation was for a very “nature-based” approach without a lot of technology (including recommendation for washrooms like the ones we installed at our other park due to the \$100k + possible cost for fully functioning washroom including building, septic, electrical, plumbing, accessible concrete ramp)
 - Once revised concept is ready, a presentation to council will be planned
- Contract for the removal of the old outhouses has been awarded to Gary Belliveau Construction and Excavation Ltd., following an invitational tender. Outhouses will be removed this week.

Boundary Review

- Presentation to Council by C+D Community Design. Please review minutes of June 15, 2022.

Travel Media Association of Canada (TMAC) Conference:

- The annual conference will be held in SW Nova from June 22-26, 2022.
- Over on hundred travel media and industry representatives will participate.
- Presently coordinating final details for the Pre and Post Tours
- Pre-Tour June 19-22; Conference June 22-26; Post-Tour June 26-29
- There are 3 Pre and Post Tour itineraries involving Clare i.e., Acadian Immersion (Clare/Argyle), Flavors of SW tours (Clare/Digby) and Lighthouses Photography (SW NS)
- At the Conference, Municipality will have over twenty one-on-one meetings with various media in the Travel Media Marketplace
- There will be significant social media coverage during the conference and print and online media coverage afterwards for 1-2 years.

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.
- Application also includes marketing support for farmers and art markets
- Total project cost is \$69,874.
- Funded 100% via ACOA's Main Streets Program.
- The Kilted Chef is tentatively scheduled to visit Clare and mentor several restaurants (6 to 10) from August 7-10.
- Larry Peach / Renee Blinn (CDENE) will recruit the Clare restaurants. Coordination to begin in early July (i.e., after TMAC).

Community Cleanup Program:

- June 12 was the last day of the program for roads as the grass is now too long and there are also lots of ticks out.
- Eighteen groups cleaned 65 km of roads and one beach was cleaned
- 3,667 kg (or 8,084 lbs) of garbage was collected
- \$7,500 was given to groups in the 2022-2023 fiscal
- Four groups completed cleanups without wanting funding
- Currently three groups on the waiting list.
- In previous years, every group had flyers as one of their most common items. This year, only **one** group reported flyers. This is a significant change and is no doubt attributable to the newly enacted municipal by-law. It has also resulted in lower weights as the flyers were one of the heavier items that groups were collecting.

FINANCIAL:

- As of May 31, 2022, the Municipality has recorded \$8,605,849 in revenues versus \$1,799,111 in expenses, for a surplus of \$6,806,738.

- As of May 31, 2022, the Municipality had a balance of \$931,574 in its operating fund, \$429,576 in its capital fund and a total reserve balance of \$5,933,417. The total reserve balance can be broken down as follows:
 - Operating reserve - \$1,826,270
 - Capital reserve - \$2,977,468
 - Landfill closure reserve - \$335,932
 - Gas tax reserve - \$793,747