

**Chief Administrative Officer's Report**  
**By CAO Stéphane Cyr**  
**February 16, 2019**

**PROJECT FILES:**

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

- Licenses for Belliveau Cove Sewer Treatment Plant have been updated to accommodate changes to the system.
- Antennas to be placed at both Meteghan and Church Point Sewer Treatment Plants, to beam signal to Belliveau Cove. Hardware to be installed thereafter. Number of new lift stations connected will be subject to available budget.
- Project completion is set for March 31, 2019.

**Gran Fondo**

- 136 registrations to date including 27 (26%) from out of Province and 49 (36%) first-time participants. Roughly 35 registrations ahead of same time last year.
- To be featured in the Canadian Cycling Magazine (April / May edition).

**Clare Veterans Centre:**

- Electrical work is complete. New insulation has been installed. Gyproc has been put up and crack-filled. Room is now ready for paint.
- Sprung floor to go in within the next 2 weeks.
- Project completion expected in March, as per schedule.
- Staff continues to source price estimates / quotes in anticipation of larger infrastructure project. Kevin Comeau is assisting with preparation of project specifications.

**Park Joseph and Marie Dugas:**

- Have received plans and pictures of proposed boat shop from the Belliveau Cove Development Commission.
- Project scope reduced to include only construction of new boat shop, installation of tarps for the gazebo, and minor enhancements to the lighthouse
- Estimated project cost (before taxes) is \$336,705 plus HST.
- Proposing a 50/20/20/10 funding split. The Municipality's contribution would be 20% or approximately \$67,341 plus HST.
- An invitation has been sent to Develop NS to visit this and other tourism sites throughout the Municipality for their input. A follow-up report to Council will be made following this visit.

### **Meteghan River Sewer Extension**

- Project slippage resulting from 2014 project expenses being deemed ineligible has freed up funds to be used for the installation of the outfall pipe.
- RFP to be issued shortly.
- Installation is subject to weather and tides. The best tides for this particular work are expected in June.

### **Rural Internet**

- **No new developments. See Council minutes from December 19, 2018**

### **CMA 2024**

- **No new developments. See CAO's report from January 16, 2019**

### **FINANCIAL:**

- As of January 31, 2019, the Municipality has recorded \$8,949,284 (99.8%) in revenues versus \$7,054,466 (78.6%) in expenses, for a net income of \$1,894,818 (21.2%).
- As of January 31, 2019, the Municipality has a balance of \$1,773,691 in its operating fund, \$168,098 in its capital fund and a total reserve balance of \$4,304,384.
  - Operating reserve - \$446,392
  - Capital reserve - \$2,678,443
  - Landfill closure reserve - \$323,050
  - Gas tax reserve - \$856,499

### **INTERNAL:**

- A draft of the **new HR Policy Manual** has been completed by Wickwire Holm and is currently being reviewed by the Management Team. Review is ongoing and will be presented to Council at the March 6th Council-in-Committee meeting
- The **Volunteer Fire Service – Vehicle Assessment** is nearing completion. Projected completion date had been at February 15. In speaking with Mr. Quan, a couple of segments required additional information and/or clarification. The final report is expected next week.
- The 2019-2020 **Grants to Organizations** application process is now live. Application forms are available on the Municipality's website ([www.clarenovascotia.com](http://www.clarenovascotia.com)). The deadline for application is Friday, March 20, 2019.

- **Meetings since January 16, 2019:**
  - DMA Notice of Consultations re: Minimum Planning Standards – January 25, 2019
  - Project Reveal, Garrison Graveyard (Annapolis Royal) – Parks Canada – January 30, 2019
  - Meeting with Housing Nova Scotia - February 6, 2019
  
- **Upcoming Meetings of Note:**
  - Municipal Tax Sale – 10:00 am, Saturday March 9<sup>th</sup> at the Municipal Building