

**Chief Administrator's Report**  
**By CAO Stéphane Cyr**  
**July 19, 2017**

**PROJECT FILES:**

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

- No new developments on this file (see June 2017 report)

**Clare Veterans Centre**

- The lettering for the exterior will be finalized in a couple of weeks. The suppliers (Digby Print) began the installation however because of the ribbed siding, the alignment was off. An aluminum backing will be used to correct the problem
- A bigger LED digital display (same width, greater length). Installation is expected in August 2017.
- The A/C system will be repaired prior to month's end.

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

- In-camera

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

- Currently awaiting the trusses for the new entrance way.
- Staff is currently reviewing/exploring options for signage (interior and exterior), landscaping and parking.

**Clare 250th (\$200,000)**

- Ad-hoc committee (Municipality, SAC, FRAP, Festival acadien de Clare) is meeting at the end of the month to discuss possible project ideas;
- Awaiting further word from PCH regarding program criteria.

**Gran Fondo:**

- To date, 483 participants have registered. This represents a slight increase when compared to last year's numbers for this same time of year (2.3%).
- Of these 483 participants, 106 are from out of province. Last year, a total of 100 were from out of province. This represents a marked increase from last year
- As was the case last year, a significant influx of registrations is expected prior to the "jersey deadline" of July 31, 2017.

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

- A total of 4 tenders were issued to carry out this project:
  - Exterior Renovations
  - Site Improvements
  - Signage
  - Interpretive Panels
- All 4 tenders closed on July 14, 2017. Staff have reviewed the tenders and are recommending they be awarded later this evening under “New Business”, via formal motion

### **Ecopark:**

- No new developments on this file (see June 2017 report)

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

- No new developments on this file (see May 2017 report)

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

- The plans for the proposed firehall have been reviewed with both staff and representatives of the St. Bernard Fire Department. Recommendations have been put forward by the CAO and staff as potential cost saving measure.
- The St. Bernard Fire Department is currently finalizing the specifications (July 19<sup>th</sup>) for the building with the goal of proceeding to tender by month’s end.
- The results of the tendering process as well as staff recommendations will be presented to Council in September 2017.

### **Transfer Station**

- The necessary repairs to the Transfer Station, as a result of the fire earlier this year, are believed complete. The claim will however remain open should other related issues arise.
- The Nova Scotia Department of Municipal Affairs has confirmed that the replacement of the 4 commercial garage doors and the needed repairs to the roof are eligible for gas tax.
- Tenders for this work are being drafted and will be issued in early August with the intent of presenting a recommendation to Council and awarding the tender in September 2017.

## **FINANCIAL:**

- As of June 30, 2017, the Municipality has recorded \$7,569,554 (84.05%) in revenues versus \$2,150,426 (23.88%) in expenses, for a net income of \$5,419,128 (60.17%).
- As of June 30, 2017, the Municipality has a balance of \$1,561,579 in its general account and a total reserve balance of \$2,951,801
  - Operating reserve - \$436,983
  - Capital reserve - \$1,764,151
  - Landfill closure reserve - \$316,241
  - Gas tax reserve - \$434,426

## **INTERNAL:**

- **Staffing processes:**
  - The Recreation Manager position has been filled. Reanne Titus has assumed this role effective immediately.
  - The Administrative Assistant / Receptionist position has been filled. Ashley Hanks will start on Monday, July 24, 2017.
  - Efforts to staff the Active Living Coordinator position (Municipal Physical Active Leadership Program – MPAL) will commence shortly. In the interim, Rachel Amirault will continue in this capacity, in addition to her new role focusing on communications/outreach and by-law development/review.
- **Audit:**
  - Meeting with Grant Thornton (Paul Comeau) – July 4, 2017
  - Auditors arrived on site on July 17, 2017 to commence their review and analysis
- **Stakeholder meetings (from June 21, 2017):**
  - WREN AGM – June 22, 2017
  - MCT Insurance Program Review – June 27, 2017
  - Public Session – Watershed Protection – June 28, 2017
  - Wastecheck AGM – July 10, 2017
  - By-law Committee Meeting – July 12, 2017
  - Meeting with Engage Nova Scotia focusing on public engagement and municipalities – July 18, 2017
- **Upcoming meetings of note:**
  - Deputy Fire Marshall (Ron Thibault) – July 20, 2017
  - Highway 101 Task Force Meeting – July 24, 2017
  - Weymouth Doctor Recruiting Committee – July 31, 2017