

Chief Administrative Officer's Report

December 17, 2025

PROJECT FILES:

Clare Health Centre:

- 3 remaining items on deficiency report:
 - Isolation joint on wall – to be addressed in Spring/Summer, once building settles.
 - Replace roughly 70 sq ft of flooring – waiting on delivery of flooring.
 - Check grading plan for upper parking lot.
- Telephone and Internet services have been switched over to Eastlink.
- As of December 16th, the Municipality of Clare had nearly 100% resident attachment to primary care physicians at the CHC. The current list has 113 people on it. Of these 113, we are currently waiting on 19 to call back to offer a provider. The remaining 94 will be contacted shortly.

Clare Veterans Centre (CVC):

- Sprung floor in studio is installed. Mill work (i.e., baseboards and dance bars) is to be completed this week.
- Acoustic treatments have been ordered.
- Freezer unit has been replaced. Compressor installation to be completed by December 20th.
- All remaining deficiencies to be addressed by December 20th, prior to final walk through with architect.
- Staff have begun allowing discretionary bookings as a soft opening. Regular bookings expected to commence January 2026.
- Grand opening tentatively booked for February 17th.

LUB and MPS Review:

- The revised documents (LUB/MPS) have been made available to the public.
- A targeted consultation involving private sector stakeholders has been scheduled for December 18th. These same private sector stakeholders were convened earlier on in this process and their feedback proved quite valuable.
- A final public consultation has been scheduled for January 8, 2026.
- The intention is to proceed to first reading on January 21st and to second reading on February 18th.
- Project closeout is expected in February 2026.

Meteghan Sewer Extension:

- **No new developments since November 26th - CAO Report.**
- Sewer extension has been completed.
- Construction on the first housing unit will begin in the New Year with four units to be installed prior to March 31, 2026.
- Proposed upgrades to the Meteghan Wastewater Treatment Plant still at the planning stage.
- Extension of project completion date has been requested.
- Total project cost is \$1,558,000.
- Total ICIP contribution of \$1,142,533 (73.33%).
- Total municipal contribution \$415,467.

Active Transportation Plan:

- Background Report and What We Heard Report have been submitted to municipal staff for review.
- Upland is drafting the active transportation plan in preparation for a meeting with Council on January 21, 2026.
- At this meeting, Upland will share what they heard during Round 1 of engagement and how that feedback informed the draft recommendations for the active transportation plan.
- Following this meeting with Council, the draft report will be shared with the community for further engagement.

Equipment Storage Building:

- Framing is underway.
- Slab is prepped. Waiting on concrete.

Housing Development – Little Brook:

- **No new developments since November 26th - CAO Report.**
- The roadway base and power lines are installed for the entire project.
- Seven units have been fully installed and rented (1-year leases). According to the developer, feedback from tenants has been very good.
- Construction of the eighth unit will start in two weeks and will be installed before 2026. This will mark the end of Phase 1.
- That said, all the materials for the Phase 2 septic system have been purchased and work will also begin shortly (subject to contractor availability).

Water Voucher Program:

- Program closed on December 15, 2025.
- Demand for water had slowed considerably.
- A total of 22,707 coupons have been distributed to 723 households between October 23rd and December 15th.

Financial:

- As of November 30, 2025, the Municipality recorded \$13,285,576 in revenues versus \$9,511,360 in expenses, for a surplus of \$3,774,216.
- As of November 30, 2025, the Municipality had a balance of \$5,686,408 in its operating fund, \$64,994 in its capital fund and a total reserve balance of \$2,366,987. The total reserve balance can be broken down as follows:
 - Operating reserve - \$1,808,730
 - Capital reserve - \$106,726
 - Landfill closure reserve - \$384,369
 - Gas tax reserve - \$67,162