

Chief Administrator's Report
By CAO Stéphane Cyr
June 21, 2017

PROJECT FILES:

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

- Work to convert the sewer treatment plant in Church Point from a chlorine-based system to a UV system is complete and we are now compliant with the revised provincial standard.
- Focus is now shifted on the 3 control panels in Meteghan. Timeline for installation is Fall 2017.

Clare Veterans Centre

- The lettering for the exterior has been ordered. Digby Print is the supplier and will also be responsible for the installation.
- We are also exploring options for a bigger LED digital display (same width, greater length). Subject to cost and budgetary constraints.

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

- Both the drawings for the site and the specifications are now complete.
- The tender has been posted in local print media, social media, and on the Province's procurement website. The tender document itself will be available for download on the Province's website.

Cultural Hub Project (\$200,000)

- Building renovations have commenced.
- Courtroom has been renovated and new tenants have been invited to move into the new space.
- Minor items remain pertaining to the interior of the building. These are being addressed by either municipal staff (when appropriate) or skilled trades.
- The roof is complete.
- The base for the new entrance has been poured with framing to commence shortly.
- Looking at possibility of expanding parking lot to accommodate increased traffic
- Signage and landscaping will commence once exterior renovations are complete.

Clare 250th (\$200,000)

- In-camera

Gran Fondo:

- To date, 377 participants have registered. This represents a slight increase when compared to last year's numbers for this same time of year (6%).
- Of these 377 participants, 81 are from out of province. Last year, a total of 100 were from out of province. This represents a marked increase from last year

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

- A total of 4 tenders will be issued later this week in order to carry out this project:
 - Exterior Renovations
 - Site Improvements
 - Signage
 - Interpretive Panels
- These will be posted in local print media, social media, and on the Province's procurement website.
- All 4 tenders will have a closing date of July 14, 2017.

Ecopark:

- As previously reported, the RFP is now closed. No proposals were received in response to this official request.
- A more focused effort will now be launched directly targeting those businesses who have previously expressed (and continue to express) interest in the facility.

Belliveau Cove Development Commission:

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

FINANCIAL:

- As of May 31, 2017, the Municipality has recorded \$7,387,842 (82.03%) in revenues versus \$1,340,650 (14.89%) in expenses, for a net income of \$6,047,192 (67.14%).
- As of June 20, 2017, the Municipality has a balance of \$1,301,328 in its general account and a total reserve balance of \$2,949,982
 - Operating reserve - \$436,714
 - Capital reserve - \$1,763,064
 - Landfill closure reserve - \$316,046
 - Gas tax reserve - \$434,158

INTERNAL:

- **Staffing processes:**
 - The Director of Finance position has been filled. Ginette Cheff started on Monday, June 19, 2017.
 - The Waste Water Treatment Plant Operator position has been filled. This is a part-time (8 month) position. Chelsea Robichaud started on Monday, June 19, 2017.
 - Interviews for the Administrative Assistant / Receptionist position are now complete. A total of 8 individuals were interviewed. An offer of employment is expected to be issued by the end of the week.
 - Formal notification was received from Andrea Gaudet that she was leaving her position as Recreation Manager with the Municipality, effective July 4th. In light of her departure, we will be advertising for the position of Recreation Manager in the coming weeks. In the interim, Reanne Titus will continue to fill this role.
- **Stakeholder meetings (from May 26, 2017):**
 - Cannabis Legalization and Municipal Impacts (UNSM) – May 26, 2017
 - Planning Advisory Committee – May 29, 2017
 - Cultural Hub Tenant Meeting – June 6, 2017
 - Communications Committee – June 14, 2017
 - Joint Council Meeting (Clare / Digby) – June 19, 2017
 - St. Bernard Fire Department Representatives – June 20, 2017
- **Upcoming meetings of note:**
 - WREN AGM – June 22, 2017
 - MCT Insurance Program Review – June 27, 2017
 - Public Session – Watershed Protection – June 28, 2017
 - Canada Day Celebration (Smugglers Cove) - July 1, 2017