

Chief Administrator's Report
By CAO Stéphane Cyr
March 16th, 2016

PROJECT FILES:

Meteghan Sanitary Sewer System Extension:

- Project is now completed (with the exception of landscaping) and the lift station is now online.
- One company has connected thus far. Inquiries have started to come in from a few residents as well another commercial entity.
- Again, the last remaining work to complete this project will be relating to landscaping issues in the spring.

Meteghan Sewer Treatment Plant Sludge Dewatering:

- Engineers have met in person with staff to review the proposed design plans. Following this meeting, both the engineers and staff agreed to a number of revisions believed to be in the best interest of this project (i.e. more practical, less costly).
- Project will be tendered no later than the 3rd week of May, following the Major Point Road tender. Both the engineers and staff are planning for a start date in late spring / early summer.

Major Point Road:

- Location of the 2 required easements and the land requirements for the proposed cul-de-sac have been finalized.
- Project will be tendered early next week. Discussions with the group are ongoing.

Medical Center

- Looking at installing roughly 40 heating units throughout the building's ductwork. This system would provide a supplementary heat source and would replace the proposed baseboard heaters. Because these would be located in the ductwork, they are easier to install, more readily accessible and more cost efficient.
- Awaiting word from PDI regarding the CSA Standard – National Standard for Infection Control in Health Facilities (Z317.13-03)

Clare Veteran's Centre

- Two new furnaces are being installed this week.
- New flooring in the downstairs portion of the building has been installed
- An application has been submitted to the Nova Scotia Department of Communities Culture and Heritage, under the Community Facilities Improvement Program, for funding to assist with renovation of the current upstairs washroom facilities

Gran-Fondo

- As of April 19, 2016, 228 people have registered.

Recycling Plant:

- The tender for the purchase and removal of equipment from the former recycling plant will be issued tomorrow, April 21st 2016. Open until May 13th.
- The call for letters of intent for the lease of the former recycling plant will also be issued tomorrow, April 21st 2016. Open until May 20th.

Banquets:

- Volunteers banquet – just over 100 in attendance (April 14th)
- Firefighters banquet – 200+ in attendance (April 16th)
- By all accounts, both banquets were well received

Other Files

- Currently engaged in a handful of other files. Given the nature of these discussions, these files will be discussed further in-camera.

FINANCIAL:

- The Municipality is in a good financial position
- As of March 31, 2016, the Municipality has a total reserve balance of \$3,247,974
 - Operating reserve - \$431,963
 - Capital reserve - \$2,118,773
 - Landfill closure reserve - \$312,562
 - Gas tax reserve - \$384,676

INTERNAL:

- **Management Team**
 - The engagement with Ramsay Management Consultants is for all intents and purposes complete. This is not to say that the recommendations contained within the review are fully implemented. To the contrary, although significant progress has been made, much remains to be done. Focus remains on the completion of job evaluations and the development

 - Performance evaluations are slated to commence in the next two weeks. Normally completed by March 31st, these have been delayed given the amount of time invested by staff on the development and completion of current job descriptions, job evaluations and the salary administration policy

- **Staff Training**
 - The training initiative being offered by AMA and the NS Department of Labour and Advanced Education has commenced.
 - Intermediate computer skills - 4
 - Client Services and Communications – 6
 - These courses represent 40 hours of class time spread out over 10 weeks and are offered at no cost.

- **Stakeholder meetings (since April 1st):**
 - Asset Management Workshop
 - Symposium on Municipal Governance & Structure – April 7 and 8, 2016
 - Wastecheck Meeting and AGM – April 11, 2016
 - Baie Sainte-Marie Animal Society – April 13, 2016
 - ACOA (Lisa Richard) – April 14, 2016
 - Festival acadien de Clare – April 18, 2016

- **Upcoming meetings of note:**
 - CDENE (Finale – Soirée dragon – CSAP) – April 21, 2016
 - L&O Committee (WREN Board / NSBI) – April 26, 2016
 - EMO Committee Meeting – April 28, 2016
 - UNSM Spring Workshop – May 4 and 5, 2016