

**Chief Administrative Officer's Report**  
**By CAO Stéphane Cyr**  
**March 2020**

**PROJECT FILES:**

**Rural Internet / Eco-parc:**

- To be discussed in-camera.

**Gran-Fondo:**

- A total of 180 registrants as of today. On par with same time last year. No registrations this week in light of COVID-19.
- Terra-Fondo, scheduled for June 6, has not yet been cancelled. Municipality will continue to monitor the situation and make its final decision on May 5<sup>th</sup>. To date, 41 participants have registered. Event is capped at 200.

**Belliveau Cove Wharf**

- Claims adjustor has received an estimate for repair to the lighthouse.
- Still waiting on estimates for the wharf.
- Once received, these will be included in a formal report to the Insures who will then provide us with an update on their assessment of the coverage.
- Claims adjustor sees no issue with the lighthouse. He is however awaiting direction as to what exactly they will cover with respect to the wharves.

**Capacity Assessment – Meteghan WWTP**

- Work Authorization was signed on January 23, 2020.
- Data collection and survey is now complete and the assessment of the Meteghan WWTP's capacities is now underway.
- Project is on schedule. Estimated deadline for completion is March 31, 2020 or sooner.
- Capacity assessment has been quoted at \$9,850 + HST.

**Tourism Public Spaces Development and Improvement**

- Project is progressing – Data analysis, site analysis, best practice review.
- Consultations planned for mid-April have been postponed indefinitely. Timing will be dictated by the pandemic. Ideally, Upland would be able to hold these safely in May/June. Currently exploring alternate delivery methods including videoconferencing, targeted consultations, etc.
- First claim has been submitted to ACOA as per the Agency's request.

### **Havelock Community Centre:**

- The Municipality was successful in its application and received the maximum funding allowable (\$25,000) under the New Horizons Program.
- As per the contract work can commence as of March 16, 2020.
- Contractor has been contacted and work is slated to commence by month's end.

### **FINANCIAL:**

- As of February 29, 2020, the Municipality has recorded \$9,262,386 in revenues versus \$8,351,819 in expenses, for a surplus of \$910,567.
- As of February 29, 2020, the Municipality has a balance of \$1,526,850 in its operating fund, \$50,763 in its capital fund and a total reserve balance of \$5,633,370.
  - Operating reserve - \$453,674
  - Capital reserve - \$3,437,890
  - Landfill closure reserve - \$328,320
  - Gas tax reserve - \$1,413,486 (final payment of \$184,317 has not yet been received)

### **INTERNAL:**

#### **Tax Sale 2020**

- We had a very good tax sale.
- A total of 13 properties were up for sale.
- Of these, 11 sold and generated a lot of bids in the process.

#### **Clare Health Centre – Hiring Process for New Centre Manager**

- The competition was extended by two weeks and closed on March 13, 2020.
- Advertising included local print advertising, social media, NS Works Network as well as Career Beacon.
- A total of seven applications were received.
- Copies have been sent to the selection committee for review.
- Language profile for the position (i.e. bilingual imperative) has proven challenging.

## **COVID-19 – Municipal Response**

- In order to limit the spread of coronavirus to the population, the Municipality of Clare has suspended all Clare Recreation Services activities and all activities at the Clare Veterans Centre and Havelock Community Centre until further notice. Activities at the Senator Ambroise H. Comeau Library are also suspended for the time being and the Meteghan Family Park is closed until further notice. These decisions were made following the recommendations of the Government of Nova Scotia related to practicing social distancing due to COVID-19.
- The Clare Health Centre remains open and garbage collection will continue as per usual.
- Clare EMO continues to monitor the situation and remains in contact with local authorities, Senior en Sécurité and EMO NS.
- To ensure the safety of our councillors, staff and residents, and following the directives of the federal and provincial governments regarding social distancing, the Regular Council Meeting for the Municipality of Clare scheduled for Wednesday, March 18, 2020, will take place via conference call. Only members of Council and essential staff will be in attendance.
- While the municipal office will remain open, residents are asked to use our telephone services (902-769-2031) and online services ([www.clarenovascotia.com](http://www.clarenovascotia.com)) to avoid unnecessary public outings.
- The Municipality of Clare is following the situation very closely. Residents will be rapidly informed of any new measures that will be taken into effect. Please continue consulting the municipal Web site and Facebook page. These communications tools will be used for sharing all new information regarding COVID-19. For the most up-to-date information on COVID-19 and Nova Scotia's response, visit <https://www.novascotia.ca/coronavirus>, and you can also read national information at <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>.