

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.
- 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 determined the proper size and quantity of geotubes for the site. Currently waiting on information / specifications regarding pump equipment (portable/fixed, hook-ups, etc.)
- Engineers will schedule an in-person meeting with staff in the coming weeks to review construction documents
- Project will be tendered for a spring 2016 start date.

Major Point Road:

- Discussions with the group are ongoing. Meeting is planned for March 17, 2016 with the residents of Major Point Road to review plans for the road, confirm the location of the 2 required easements, and discuss land requirements for the proposed cul-de-sac.
- Project will be tendered for a spring 2016 start date. PDI will formulate an opinion of cost prior to tender.

Medical Center

- Work is progressing
- 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.
- CSA Standard – National Standard for Infection Control in Health Facilities (Z317.13-03)

Boundaries Review

- The UARB hearing was held March 1, 2016, at the Clare Veterans Centre.
- Submissions regarding any of the issues raised during the hearing are now closed as of March 15, 2016 and the UARB will begin its deliberations

Municipal Tax Sale

- The Municipal Tax Sale was held on Saturday, March 12, 2016
- A total of 20 properties were presented for sale
- Of these 20, 16 were sold.

Clare Veteran's Centre

- Decommissioned elevator / lift has been removed
- New oil tank has been installed.
- Two new furnaces to be installed on April 17, 2016
- Because the project was under budget, we have purchased a new sound system for the facility and will be installing new flooring in the downstairs portion of the building
- The Director of Community Development and the Municipal Building Inspector are drafting a 5-year capital plan for the facility. The current draft is very preliminary.

Gran-Fondo

- Registration for the Grand-Fondo opened on January 15, 2016. As of March 16, 2016, 195 people have registered.
- Committee members participated in the Salon du Velo in Montreal on January 12-14, 2016 and the Toronto International Bicycle Show on March 3-6, 2016. Generated much interest in the event. Partnerships / ties were developed with other cycling groups.
- The cycling brochure is available for distribution

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 2, 2016, the Municipality had \$8,286,172.60 in recorded revenue, \$7,098,699.82 in expenses and total reserve balances of \$2,660,685.63

INTERNAL:

- **Management Team** – Focus remains on the completion of job evaluations and the development of proper job descriptions, as recommended in the organizational review. Very demanding. Ambitious timeline. Despite these challenges, the task is now complete. I would like to recognize municipal staff and in particular members of the management team for their valued contribution to this exercise.
- **Staff Training** – Earlier this year, I spoke to Council regarding a training initiative being offered by AMA and the NS Department of Labour and Advanced Education focusing on essential skills programs for managers and staff. Municipal staff remains actively engaged. A total of 5 have signed up for the first course offering (Intermediate Computer Skills) which is scheduled to commence on April 12. Client Services and Communications is also scheduled to be offered during this time and a total of 8 employees have expressed interest. (Limit of 4 places) These courses represent 40 hours of class time spread out over 10 weeks and are offered at no cost.
- **Stakeholder meetings (since March 2nd):**
 - CAOs meeting with Wastecheck – March 7, 2016
 - First Aid Training (7 employees) – March 8, 2016
 - Planning Advisory Committee – March 9, 2016
 - AMA Regional Meeting – March 10, 2016
 - Highway 101 Task Force Meeting – March 10, 2016
- **Upcoming meetings of note:**
 - Residents of Major Point Road – March 17, 2016
 - Linda Ramsay (Organizational Review) – March 21, 2016
 - EMO Committee Meeting – March 23, 2016
 - WREN, Annual Stakeholder Summit – March 30, 2016
 - Asset Management Workshop – April 1, 2016
 - Symposium on Municipal Governance & Structure – April 7, 2016