

Chief Administrative Officer's Report

November 26, 2025

PROJECT FILES:

Clare Health Centre:

- Acoustic solution is installed.
- Deficiency report is 95% complete.
- Closeout documentation is being finalized.
- Occupancy has been achieved.
- As of November 24th, the Municipality of Clare had nearly 100% resident attachment to primary care physicians at the CHC. The current list has 107 people on it. Of these 107, we are currently waiting on 20 to call back to offer a provider. The remaining 87 will be contacted shortly.

Clare Veterans Centre (CVC):

- Grinding of cement floor in studio is underway and should be completed this week. Installation of sprung floor commences next week.
- Acoustic testing completed for both studio and main hall. Awaiting quotes.
- Stainless steel wall covering installation behind dishwasher complete.
- Working on deficiencies list.
- Freezer unit to be replaced week of December 8th.
- Staff have begun allowing discretionary bookings as a soft opening. Regular bookings expected to commence January 2026.

LUB and MPS Review:

- Finalizing map updates to ensure properties are properly categorized.
- Revised documents to be made available to the public for review (likely next week).
- Looking to schedule a targeted consultation involving private sector stakeholders for either December 16th or 18th. Invitation to be sent shortly. These same private sector stakeholders were convened earlier on in this process and their feedback proved quite valuable.
- Public consultation scheduled for January 8, 2025.
- Assuming all goes as planned, 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:

- 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:

- Upland is finalizing the What We Heard Report. Will submit it to municipal staff for review later this week or early next week.
- In terms of next steps, Upland has begun 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:

- Footings and frost walls have been poured.
- Slab is prepped and will be poured in the next 1-2 weeks (waiting on concrete).
- Framing is expected to commence this week.
- Trusses are on site.
- Expect to be roof-tight by end of December.

Housing Development – Little Brook:

- 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 has been extended to December 15, 2025.
- Demand for water has slowed.
- To date, 18,605 coupons have been distributed:
 - 13,762 during week 1-2
 - 3,065 during week 3-4
 - 1,778 (to date) during week 5-6

Financial:

- As of October 31, 2025, the Municipality recorded \$13,066,027 in revenues versus \$7,802,950 in expenses, for a surplus of \$5,263,077.
- As of October 31, 2025, the Municipality had a balance of \$6,531,162 in its operating fund, \$198,510 in its capital fund and a total reserve balance of \$3,936,526. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,604,137
 - Capital reserve - \$106,464
 - Landfill closure reserve - \$383,392
 - Gas tax reserve - \$316,265
 - SSGF reserve - \$526,268