

Chief Administrative Officer's Report

April 15, 2026

PROJECT FILES:

Clare Veterans Centre (CVC):

- Storage building has been moved.
- Solar array is now live.
- Rick Hansen Foundation Certification – Site visit was conducted last week. Awaiting final report.
- All remaining deficiencies have been addressed.

LUB and MPS Review:

- The recommendations made during the public consultation held on April 2nd, at the Clare Veterans Centre have now been incorporated into the draft documents.
- While the intention following this session was to proceed to first reading on April 15th, the feedback received since then suggests further revisions are required. To that end, the Municipality has committed to hosting another public consultation session. The date of this session has yet to be determined.
- Prior to this session, the revised draft LUB and MPS will be posted on the Municipality's website and shared via its Facebook page. Paper copies will also be available at the municipal office.
- In terms of the approval process for the proposed land-use by-law and municipal planning strategy, it has not yet commenced. The approval process itself is essentially comprised of three steps:

- **Step 1 – First Reading** – The by-law is added to a Council meeting agenda. At the meeting, a motion is made to proceed to first reading and the by-law is read by title only. This is more procedural in nature and is meant simply to document the start of the approval process.
- **Step 2 – Public Hearing** – A public hearing will be held to allow residents to once again voice their opinions or share their concerns. The hearing must be advertised for a minimum of 14 days prior to the event. Residents wishing to speak at the hearing must add their names to a sign-up sheet with each speaker being allotted 5 minutes to speak. Their comments will form part of the public record. Residents also have the option of submitting their comments in writing (rather than speaking at the session). These comments will also be added to the public record.

Based on the results of the public session, amendments to the by-law may be made prior to Step 3.

- **Step 3 – Second Reading** - The by-law is added to an upcoming Council meeting agenda. At the meeting, a motion is put forward to proceed to second reading. If the motion is supported by Council, the by-law is read by title only. At this point, the by-law is essentially passed at the municipal level and a copy sent to the NS Department of Municipal Affairs for review and ministerial approval.

Meteghan Sewer Extension:

- Preliminary plans for the proposed Phase 1 upgrades to the Meteghan Wastewater Treatment Plant are complete. These involve modernizing aging infrastructure and converting the plant from a geotube system to a dewatering system.
- More specifically, this phase of the project will include:
 - The replacement of the existing geotube system with a new mechanical sludge dewatering system.
 - The construction of a new single-level building, situated on the existing geotube concrete pad, to house the dewatering system and truck bay.
 - The installation of a new polymer system and hot water tank within the new building.
 - The completion of all required piping and electrical/controls wiring associated with the new equipment and building.
 - The preparation of drawings to a level suitable for regulatory permitting.
- In completing these upgrades, the Municipality is improving the plants efficiency and increasing its capacity to treat and manage wastewater.
- Exp. has completed its analysis and made its recommendation for a dewatering system. A mobile unit will be arriving onsite later this week for a period of 7 days to test this new system prior to purchase.
- Tendering process to commence shortly.
- Total project cost is \$1,558,000.
- Total ICIP contribution of \$1,142,533 (73.33%).

Active Transportation Plan:

- Staff met with Upland Studio on April 9th to share feedback regarding the draft Active Transportation Plan. The meeting was very beneficial.
- Upland is now planning for an in-person public engagement session in the coming weeks. Details have yet to be confirmed.
- Once this last engagement piece is complete, the final plan will include all necessary revisions, plus a detailed implementation plan (including phasing, costing, and potential funding sources).
- Project close out is expected on or before May 31st.

Clare Acadian Tourism Experience Initiative 2025-27:

- Grosses Coques Interpretive Signage – Denise Saulnier Design has developed 2 selfie frame designs for the Bourneuf Wharf Road site for review prior to construction quotes. Interpretive scripts are being developed and conceptual designs have been created for interpretive panels and signage.
- The Kilted Chef returned to Clare on March 30-31 to finalize planning activities for the Festival de Coques with the organizing committee and to meet with Vickie Deveau and Kaitlyn Comeau (Pulse Studio/Tiny Village) to help mentor them to develop new experiences for the 2026 season.
- Festival de Coques – A program has been developed for a week-long festival from June 8-14. The Festival will celebrate the rich tradition of clam digging as a “Must-Do” authentic Acadian experience, featuring clam digging competitions, Innovative Fishery Products plant tours, community clam boil, restaurant specials, outdoor art, and a trivia night. Info: www.baiesaintemarie.com
- Videography RFP to be issued shortly to create new promotional videos for 4 Events/Experiences: Festival de Coques, Plein Air Outdoor Painting (CAB, 2 dates/locations), Marée-Belle (Vickie Deveau’s new walking tour in the trails in Le Petit Bois this summer), and Festi-vargue (Comedy Festival, Oct. 30-31).

Equipment Storage Building:

- Contractor has resumed work.
- Have underscored the need to move this project forward.

Washroom Building:

- Contractor has resumed work.
- Have underscored the need to move this project forward.

Housing Development – Meteghan:

- **No new developments since February 25th - CAO Report.**
- 4 slabs have been prepped. 1 of these has been poured. The remaining 3 will be poured when weather permits.
- The goal is to have 4 units on site by the end of the year.
- The first unit is currently under construction.

Housing Development – Little Brook:

- The ninth unit has been installed and is already spoken for. This marks the first unit as part of Phase 2.
- The goal is to add 12 additional units over the next calendar year, bringing the total number of units to 20.

Multi-purpose Room Renovations:

- Renovations are now complete.
- The Municipality's new Recreation Programs Coordinator, Renee Blinn, started on April 7th and is settled into the new space.
- The Fire Services / REMO Coordinator's office is now located downstairs, in the office formerly occupied by the previous Coordinator.

Financial:

- As of March 31, 2026, the Municipality recorded \$14,596,866 in revenues versus \$13,629,690 in expenses, for a surplus of \$967,176.
- As of March 31, 2026, the Municipality had a balance of \$1,526,012 in its operating fund, \$943,890 in its capital fund and a total reserve balance of \$3,239,539. The total reserve balance can be broken down as follows:
 - Operating reserve - \$2,521,284
 - Capital reserve - \$107,453
 - Landfill closure reserve - \$388,174
 - Gas tax reserve - \$222,628
- Work on 2026-27 capital budget is currently underway.